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U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 27, 1916.

MEMORANDUM NO. 155.

Proper Form of Frank.

The Third Assistant Postmaster General has invited attention to the provisions of the law relating to the penalty privilege, embodied in Section 496 of the Postal Laws and Regulations, as follows:

> "Every such letter or package to entitle it to pass free shall bear over the words 'Official Business' an endorsement showing also the name of the department, and, if from a bureau or office (or officer), the names of the department and bureau or office (or officer), as the case may be, whence transmitted (with a statement of the penalty for their misuse)."

Under this provision, the following indicia should be placed on matter mailed under the penalty privilege in the relative positions indicated:

United States Department of Agriculture. Bureau of ..... Washington. ——————— Official Business.	Penalty for Private Use to avoid payment of postage, $300.

Hereafter all printed envelopes and franks should be prepared and printed in accordance with the above form.

D. F. Houston
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY.

Washington, D. C.

January 19, 1916.

MEMORANDUM NO. ___

Proper Form of Frank.

The Third Assistant Postmaster General has invited attention to the provisions of the law relating to the penalty privilege, embodied in Section 496 of the Postal Laws and Regulations, as follows:

> " Every such letter or package to entitle it to pass free shall bear over the words 'Official Business' an endorsement showing also the name of the department, and, if from a bureau or office (or officer), the names of the department and bureau or office (or officer), as the case may be, whence transmitted (with a statement of the penalty for their misuse)."

Under this provision, the following indicia should be placed on matter mailed under the penalty privilege in the relative positions indicated:

United States Department of Agriculture. Bureau of ..... Washington. ——————— Official Business.	Penalty for Private Use to avoid payment of postage, $300.

Hereafter all printed envelopes and franks should be prepared and printed in accordance with the above form.

Secretary.

Division of Classification

POST OFFICE DEPARTMENT
THIRD ASSISTANT POSTMASTER GENERAL
WASHINGTON.

December 29, 1915.

Hon. D. F. Houston,
Secretary of Agriculture,
Washington, D. C.

Sir:

Referring to your communication of the 21st instant, submitting a copy of a reply card which your Department desires to distribute through the postmasters on Long Island, New York, for the purpose of obtaining information with respect to the threatened destruction by insects of the hickory and oak trees on that island, I have to say that the indicia required on matter mailed under the penalty privilege is not properly placed on the card, nor is it complete. In this connection your attention is invited to the provisions of the law relating to the penalty privilege, embodied in section 496 of the Postal Laws and Regulations, reading as follows:

> "Every such letter or package to entitle it to pass free shall bear over the words 'Official business' an endorsement showing also the name of the department, and, if from a bureau of office (or officer), the names of the department and bureau or office (or Officer), as the case may be, whence transmitted (with a statement of the penalty for their misuse),"

and it is suggested that the following indicia be placed on the proposed card in the relative positions indicated:

Mr. Wolcott
Please note
you please see that
the suggestion
of the Postmaster
is followed
D. F. H.

copy to Mr Wolcott
ency
1/6/16

United States Department of Agriculture
Bureau of Entomology
Washington
Official Business.

Penalty for private use
to avoid payment of
postage $300.

Your inquiry as to whether the distribution of the cards in the manner desired by you can be undertaken by the postmasters will be answered in a separate letter.

By direction of the Postmaster General.

Respectfully,

(Signed) A. M. Dockery,

Third Assistant Postmaster General.

W-

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DEPARTMENT OF AGRICULTURE
WASHINGTON
February 1, 1916.

MEMORANDUM NO. 156.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
James R. Williams
H. F. Fitts (vice Raymond Augusterfer)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman
W. C. Henderson
Fred Lees (vice E. B. Quiggle)

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman (vice E. H. Thomson)
L. A. Moorhouse (vice Lisle Morrison)
H. M. Dixon

WEATHER BUREAU

E. B. Calvert, Chairman (vice E. H. Bowie)
Edward C. Easton
Benjamin A. Blundon (vice A. J. Henry)
Joseph U. Monroe (vice Robert Seyboth)
D. T. Maring (vice Edgar B. Calvert)

BUREAU OF ANIMAL INDUSTRY

John R. Mohler, Chairman
A. M. Farrington
A. J. Pistor (vice George Ditewig)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman
J. W. T. Duvel
L. C. Corbett (vice R. A. Oakley)

FOREST SERVICE

A. F. Potter, Chairman
D. D. Bronson
E. E. Carter (vice Earle H. Clapp)

BUREAU OF CHEMISTRY

R. L. Emerson, Chairman
Stuart Postle
C. O. Johns (vice W. W. Skinner)

BUREAU OF SOILS

A. G. Rice, Chairman
Chas. A. Drake
G. W. Baumann (vice C. H. Seaton)

BUREAU OF ENTOMOLOGY

C. L. Marlatt, Chairman
E. B. O'Leary
F. H. Chittenden (vice A. D. Hopkins)

BUREAU OF BIOLOGICAL SURVEY

E. W. Nelson, Chairman
W. F. Bancroft
E. A. Preble (vice W. L. McAtee)

DIVISION OF ACCOUNTS AND DISBURSEMENTS

W. J. Nevius, Chairman
E. D. Yerby (vice F. W. Legge)

DIVISION OF PUBLICATIONS

Jos. A. Arnold, Chairman
Chas. H. Greathouse
F. J. P. Cleary (vice A. B. Boettcher)

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman
Edward Crane
O. N. Fansler (vice Frank Andrews)

LIBRARY

Miss E. B. Hawks, Chairman
Miss K. G. Upton
Miss C. R. Barnett (vice Miss L. K. Wilkins)

STATES RELATIONS SERVICE

W. H. Beal, Chairman
L. A. Clinton
E. V. Wilcox
W. B. Mercier (vice J. A. Evans)

OFFICE OF PUBLIC ROADS AND RURAL ENGINEERING.

Logan W. Page, Chairman
S. H. McCrory
P. Hubbard (vice J. E. Pennybacker)

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. L. Monarch
C. C. McDonnell (vice J. A. Emery)

FEDERAL HORTICULTURAL BOARD

Geo. B. Sudworth, Chairman
Karl F. Kellerman (vice W. D. Hunter)

OFFICE OF MARKETS AND RURAL ORGANIZATION

R. V. Bailey, Chairman
W. R. Meadows
G. C. White (vice G. E. Bassett)

D. F. Houston
Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 16, 1916.

MEMORANDUM NO. 157.

Preparation of the Monthly Crop Reports of the Bureau of Crop Estimates.

The orders governing the preparation of the monthly crop reports of the Bureau of Crop Estimates (Statistics), revised to January 4, 1911, are hereby amended to read as follows:

(1) A schedule of dates upon which crop estimates will be issued shall be made up by the Chief or Acting Chief of the Bureau of Crop Estimates and submitted to the Secretary of Agriculture for approval and publication on or before January 1 of each year.

(2) Data relating to acreage, condition, yield, or quality of cotton, corn, wheat, and oats shall be termed "speculative," and these crops called "speculative crops." Other data and other crops shall be termed "non-speculative."

(3) The following classes of correspondents will send their reports directly to the Bureau of Crop Estimates for tabulation:

County crop reporters;
Township crop reporters;
Individual farmers;
Cotton ginners (Census Bureau);
Bureau special correspondents.

The schedules sent in by the foregoing lists of crop reporters will be tabulated in the Division of Crop Reports of the Bureau of Crop Estimates and must be carefully safeguarded from the time they are received until the crop report is issued.

In order to prevent the possibility of collusion among any of the employees engaged in the tabulation of these schedules, or of any employee drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the sheet, omitting a group of counties at the bottom of the sheet. As rapidly as such totals are made the sheets shall be handed to the official in charge of the division.

(b) The official in charge will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of the sheet. He will then place these numbers on a separate sheet on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The official in charge shall then cut the tabulation sheets into two parts, so that the partial total will be at the top of the lower part and so that <u>no names of counties</u> will appear thereon.

(d) He shall immediately deliver the upper part, upon which the name of the State is written, to the Chief or the Acting Chief of Bureau.

(e) The official in charge shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the averages thereon. As rapidly as they are completed by the clerks, the official in charge will deliver them to the Chief or Acting Chief of Bureau, who will assign the figures to the proper States to which they pertain by means of the numbers placed on the top and at the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in Texas and Georgia will be delivered by the official in charge of the Division of Crop Reports, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the date upon which the Bureau's cotton report is issued, when they will be delivered to the Chief or Acting Chief of Bureau by the Secretary, or Acting Secretary, or Private Secretary to the Secretary.

(4) Reports of Field Agents and Crop Specialists:

(a) Field Agents and Crop Specialists shall inclose their reports relating to what are known as speculative crops in separate envelopes from the reports on other (non-speculative) crops. The envelopes containing the first class of reports shall be addressed in red ink, either printed or written, to the Secretary of Agriculture, and shall have the inscription (also in red ink) "Special A," prominently marked thereon. Envelopes containing reports relating to cotton shall bear the word "Cotton" in addition to the inscription "Special A."

(b) Field Agents and Crop Specialists shall forward their reports on non-speculative crops in envelopes addressed to the Secretary of Agriculture in red ink, printed or written, which shall be identified by the inscription "Special B," prominently marked thereon.

(c) In order to prevent access to such reports relating to speculative crops by any person connected with the Bureau of Crop Estimates prior to the date to which they relate, or the possibility of premature information being derived therefrom, an arrangement with the postal authorities has been made to separate letters addressed in red ink to the Secretary of Agriculture, marked "Special A" or "Special B," from other mail as soon as received in Washington, to deliver the envelopes to the Private Secretary to the Secretary of Agriculture, or to his assistant, and to take a receipt therefor. The Private Secretary, or his assistant, will immediately place the envelopes marked "Special A," and without breaking the seals thereof, in the locked receptacle in the office of the Secretary, where the envelopes will remain, sealed, until the time arrives for their use by the Crop Reporting Board in preparing the crop estimates. The envelopes marked "Special B" will be immediately delivered to the Chief or Acting Chief of the Bureau of Crop Estimates for use in preparing estimates regarding the crops to which they relate, in advance of the date on which the Bureau's report is issued.

(d) The key for opening the receptacle in which the sealed reports of Field Agents and Crop Specialists of the Bureau of Crop Estimates are kept in the office of the Secretary shall be in the possession of the Private Secretary to the Secretary of Agriculture and will be used by him only, or by the Secretary or Acting Secretary of Agriculture.

(e) The reports of Field Agents and Crop Specialists shall not be removed from the receptacle and their seals broken until the morning of the date on which the report is issued, when they will be delivered to the Chief or Acting Chief of the Bureau of Crop Estimates by the Private Secretary to the Secretary, or by the Secretary or Acting Secretary of Agriculture.

(f) Reports on prices, being of a non-speculative character, even though they may relate to speculative crops, will in all cases be forwarded in "Special B" envelopes.

(5) Telegraphic reports:

(a) Telegraphic reports of the Field Agents and Crop Specialists of the Bureau of Crop Estimates regarding cotton and other speculative crops must be addressed to the Secretary of Agriculture. Those relating to non-speculative crops should be addressed to "Estimates, Agriculture, Washington."

(b) Telegraphic reports addressed to the Secretary of Agriculture will be placed by the Department telegraph operator in sealed envelopes especially marked for that purpose and delivered to the Private Secretary, who will place the envelopes, unopened, in the locked receptacle in the office of the Secretary, where they will remain until the morning of the date on which the Bureau report is issued, when they will be delivered to the Chief or Acting Chief of the Bureau of Crop Estimates in the same manner as written reports.

(c) Telegraphic reports regarding non-speculative crops addressed to "Estimates, Agriculture, Washington," will be delivered immediately to the Bureau of Crop Estimates and may be used as received by the Chief or Acting Chief of Bureau prior to the date of the issuance of the report.

(6) Crop Reporting Board:

(a) The preparation of the crop reports each month will be made by a Crop Reporting Board, composed of the Chief or Acting Chief of Bureau and four or more additional members, whose services will be brought into requisition each crop report day by selection from the statisticians and officials of the Bureau and such Field Agents and Crop Specialists as may be ordered to Washington for that purpose.

(b) On the days on which the reports of the Bureau of Crop Estimates are issued precautions will be taken to prevent any communication between employees in the Bureau and any one outside prior to the issuance of the report.

(c) The Crop Reporting Board will hold its sessions in the office of the Statistician (Chief of Bureau), and the clerks, stenographers, and others engaged in assisting the Board will occupy the adjoining office of the Assistant Chief of Bureau. No one not assisting immediately in the preparation of the report will be allowed in these rooms except by permission of the Secretary of Agriculture or Chief of the Bureau of Crop Estimates, and no communication between these rooms and the remainder of the Bureau will be permitted except for necessary assistance in preparing the report, and then only under the personal supervision of the Chief or Acting Chief of Bureau.

(d) While the Crop Reporting Board is in session, all outer doors of the Bureau of Crop Estimates shall be locked and guards stationed at the entrance, and no one shall be allowed to leave the Bureau without permission of the Secretary of Agriculture.

(e) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the official in charge of the Division of Crop Reports.

(7) All telephones in the Bureau of Crop Estimates shall be disconnected before the Crop Reporting Board meets on the day on which the Bureau report is issued and shall so remain until after its issuance.

L. S. Hasten,

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 19, 1916.

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MEMORANDUM NO. 158.

Regarding the Operation of Elevators in the Department.

With a view to eliminate accidents and reduce the possibility of injury to equipment due to the operation by incompetent men, it is hereby ordered that no person shall be permitted to run an elevator in any of the Department buildings without a permit signed by the Mechanical Superintendent.

D. F. Houston

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 23, 1916.

MEMORANDUM NO. 159.

Communications with County Agents.

The Department and the Agricultural Colleges are cooperating in the development of a comprehensive plan for extension work, an important part of which is the county agent system. As the county agent system develops and trained agricultural men are located in an increasing number of counties, the value of these agents as collectors of accurate information and reporters on agricultural matters is being recognized by the various research, statistical, and regulatory forces of the Department and the Colleges, as well as by a multitude of business interests and other outside agencies. This fact is showing itself in an increasing number of questionnaires, circular letters, etc., being sent the county agents from all sources.

If the County Agents are permitted to handle all the various requests in the form of questionnaires, circular letters, specific inquiries, etc., that come to them, their work as field extension and demonstration agents will be greatly hampered and will soon degenerate into that of an office force and information bureau. While it is recognized that the county agents are a part of our entire agricultural system and as such should contribute their part toward the progress of

the whole system, it nevertheless is essential that their time be so protected that they be enabled, without undue diversion, to do the primary work for which they were placed in the field. This can be accomplished only when such matters all pass through one central agency.

In order, therefore, that the county agents may be protected from miscellaneous questionnaires, circular letters, miscellaneous correspondence, etc., and also that they may be used by the College and Department forces as sources of information when necessary, it is hereby directed that all questionnaires, statistical information, and like matters involving the use of the county agent force be handled through the States Relations Service. This Service, by agreement with the Colleges, represents the Department in the development and handling of county agent work and will undertake to cooperate with the different Bureaus, Offices, and Divisions of the Department in all matters that may properly be taken up with county agents.

Furthermore, in view of the fact that the county agent wherever located has unusual opportunities for knowing the peculiarity and needs of the local agriculture, has well thought out plans usually to meet these needs, and has developed a constituency that looks to him for leadership, it is the desire of both the Colleges and the Department that whenever investigational work of any character is taken up in the county, the county agent, if possible, be notified at the outset, preferably by personal conference, of the nature of the work contemplated. This will enable the county agent to notify his constituency of such work, if that should seem desirable, adjust his own plans if need be to take

advantage of the proposed investigational work, and, in addition, to render such service in the furtherance of the work as will not conflict with his own necessary duties. This plan, it is believed, will promote the work of the investigator and, at the same time, will tend greatly to further the development of mutual good feeling and cooperative relations between the extension and research forces of both the Colleges and the Department to the advantage of all concerned.

D. F. Houston,

Secretary.

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

MAR 31 1916
Secretary's File Room

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY,
AND REFER TO

January 27, 1916.

MR. HARRISON:

In reply to your memorandum of January 26, enclosing a proposed memorandum regarding communications with county agents, I beg to say that I have no comments to make inasmuch as this Bureau has practically no experience in dealing with county agents. What little it has dealt with them has usually been handled through, or in conference with the States Relations Service. I, therefore, do not feel that I am in position to make any helpful comment on this memorandum.

May I be permitted in this connection to express a thought that for a long time has been in my mind with reference to county agents. As you probably know, as I have repeatedly said in addresses I have had to make, one of the most important problems in this country at the present time is the improvement of sanitary conditions in the rural districts. While it is true, as far as I am aware, this Department has no authorization to deal directly with rural sanitation,

(Mr. Harrison)

the Public Health Service has such authority.

It has occurred to me that probably the county agents could be used for this purpose without any expenditures and that they might be in a position to do an immense amount of good. I would suggest that it may be feasible for the Public Health Service to detail a man, familiar with rural sanitation problems, to attend the meetings of the county agents and give such advice to rural dwellers as will lead to the improvement in the general sanitary conditions. It seems to me that such an educational campaign among the county agents and the education which the county agents would spread among the farmers would vastly improve conditions.

A few days ago Mr. Osoinach asked me to make some recommendations concerning the question of rural sanitation and I suggested to him at that time this idea. I am inclined to believe that something of great value might be done by bringing the Public Health Service and the States Relation Service together in this way.

Respectfully,

Chief.

ADDRESS ALL COMMUNICATIONS TO
"CHIEF, BUREAU OF SOILS."

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

January 28, 1916.

MEMORANDUM FOR THE SECRETARY:

Referring to the enclosed copy of a proposed memorandum regarding communications with county agents, it would not seem that this memorandum was applicable to this Bureau. However, it would not seem wise that our men should be required to get in touch with the county agent upon entering an area to make a survey.

Very respectfully,

Milton Whitney

Chief of Bureau.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

January 27, 1916.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I have your memorandum of rht 26th, with copy of proposed memorandum regarding communications with county agents. I have read the proposed memorandum, and think that it is excellent. When it is issued, I will see that its provisions are adhered to here.

Yours very truly,

L. O. Howard

Chief of Bureau.

loh-wft

D

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF BIOLOGICAL SURVEY,
WASHINGTON, D. C.

MAR 3 1916

January 29, 1916.

MEMORANDUM FOR THE SECRETARY

Receipt of a copy of a proposed memorandum regarding communications with county agents is hereby acknowledged.

In view of the great number and variety of tasks in charge of county agents it is evident that the proposed memorandum suggesting that general communications to these agents be handled through the States Relations Service will unquestionably bring a needed relief to the agents from demands upon their time which must embarrass their practical activities. I heartily agree also with the suggestion that, where possible, the county agent should be informed, preferably by personal conference, whenever the Department takes up investigational or other work in his territory. I would suggest, however, that communications between the Department employees in personal charge of field work and the county agents be direct, since to have such correspondence go through the Washington offices would result in delays embarrassing to the work.

I would also suggest that it would be very useful for the bureaus of this Department to be informed of activities of the county agents along lines in which the bureaus are doing special demonstration work. For example, I am informed that the county agents in some parts of the West have organized local campaigns for the destruction of ground squirrels and other rodent pests. The information as to where, how

extensive, and how successful each of these campaigns have been are matters of deep interest to this Bureau in connection with our own work along these lines. I understand that the county agents use the poison formulas and methods developed by this Bureau, and it is important to learn the results of such campaigns not only for our information, but in order that where the county campaigns have not proved as successful as desirable, the reasons for this lack of success may be ascertained by us and suggestions furnished to improve local methods.

Respectfully,

E. W. Nelson

Acting Chief,
Biological Survey.

HC

Secretary's

UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
WASHINGTON, D. C.

January 29, 1916.

MEMORANDUM FOR THE SECRETARY:

With regard to the proposed memorandum, entitled, Communications with County Agents, I have the honor to state that, in my judgment, compliance with this memorandum by Bureaus of the Department, other than the States Relations Service, will be conducive to more effective work, and more economically accomplished, than if the county agents were subject to requests for information from the respective offices of the Department.

It is noted, however, that in the third paragraph the phrase "It is hereby directed, that all matters of questionnaires, statistical information, and like matters, which involve using the county agent force, be handled through the States Relations Service", looks to a control of the Bureaus, Offices, and Divisions of the Department only, for the next sentence states "This Service x x x will undertake to cooperate with the different Bureaus and Offices of the Department in the handling of all matters which may properly be taken up with the county agents". There is, however, no order as to the action of the county agents in regard to requests for information coming from a"multitude of business interests and other outside agencies", although, of course, as the county agent force is extended and becomes more efficient, such "interests" will with increasing frequency seek information from them. Is it not, therefore, desirable that the county agents be directed to refer all requests from business interests, that involve a demand on their time, to the States Relations Service for attention and reply, and should not such a provision be included in the memorandum?

Jas. A. Arnold
Editor and Chief.

E-k

United States Department of Agriculture,

Bureau of Crop Estimates,

OFFICE OF
CHIEF OF BUREAU.

Washington, January 28, 1916.

MEMORANDUM FOR THE SECRETARY

Re "Communications with County Agents."

FILED
MAR 4 1916
Secretary's File Room

Dear Mr. Secretary:

The proposed memorandum of January 17, with respect to "Communications with County Agents," is correct in principle in so far as it attempts to provide for economizing the time and energies of County Agents, but the third paragraph might interfere somewhat with cooperation between the County Agents of the States Relations Service and the Field Agents of this Bureau.

These County Agents make ideal crop reporters. Several times during the past three years I have asked the Bureau of Plant Industry, and later the States Relations Service, to permit the County Agents to cooperate with the Bureau of Crop Estimates by becoming voluntary crop reporters. My request in effect was (1) that the Field Agents of this Bureau in the course of their travel be permitted to visit the County Agents and explain to them the objects and methods of the crop reporting service; and (2) that where the County Agent is personally willing to cooperate and such cooperation will not interfere with his regular work, and with the distinct understanding that such cooperation is not obligatory but purely voluntary on his part and may be discontinued if found burdensome, he should be permitted to fill out and mail the regular crop schedules of this Bureau monthly to the Field Agent in the State. In other words, that the County Agent should not be prohibited from becoming a voluntary crop reporter simply because he is a County Agent and in the employ of another Bureau.

The States Relations Service has consented to the foregoing arrangement for the northern and western States, but has refused to permit such cooperation in the southern States under Dr. Knapp, who is apprehensive that if it were known that the County Agents were reporting on crop conditions to the Bureau of Crop Estimates it might interfere with their usefulness. From interviews with our Field Agents I am sure that Dr. Knapp's fear is groundless and that the County Agents in the south are not only willing to cooperate, but would be more efficient and successful in their work as County Agents if they were permitted to cooperate in the manner suggested with the Field Agents of this Bureau wherever they are willing to undertake such cooperation voluntarily.

As a matter of fact, the County Agents as a rule are willing to cooperate with our Field Agents and many of them are doing so even in the south. It requires less than ten minutes each month for a County Agent to fill out and mail a crop schedule in the addressed envelope which is furnished with it. Many of them have assured our Field Agents that they are glad to fill out these schedules because the subject of crops is a matter of perennial interest and conversation among farmers and the making up of a report at the end of the month helps the Agents to crystalize their own knowledge of conditions, and makes them more observant and better informed during the growing season. In the State of West Virginia the County Agents have organized crop reporting committees, of which they are chairmen, and at the end of the month the reports of the committees are forwarded by the County Agent to the Field Agent of the State. This method of estimating crops in the county should be encouraged.

The cooperation between County Agents and Field Agents is not one-sided by any means. The State Field Agents are often in a position to supply the County Agents with estimates and statistics for the county, the State, or the United States, which they could not readily obtain in any other way.

From the wording of the last sentence of paragraph 3 I infer that this paragraph would not modify or interfere with the present arrangement whereby the Field Agents of this Bureau are permitted to leave with or send crop report schedules to such of the County Agents as have signified their willingness to fill them out and mail them to the Field Agents. If, however, paragraph 3 is to be construed as abolishing or superseding the present arrangement, then I think a special clause should be inserted in the memorandum expressly providing for the cooperation of the County Agents in the crop reporting work. This might be accomplished by adding, at the end of the third paragraph, the words, "Nothing in this paragraph shall be construed to prevent or to discourage voluntary cooperation on the part of the County Agents with the Field Agents of the Bureau of Crop Estimates." This freedom of cooperation should apply to the whole United States and not be restricted to the northern and western States, as at present.

If desired, the Bureau of Crop Estimates can submit to the States Relations service a copy of the monthly crop and special live stock schedules as they are issued, of which duplicates are supplied by the Field Agents to cooperating County Agents. Obviously, it would involve an unnecessary amount of work, delay and loss of efficiency, without serving any useful purpose whatever, to require the Field Agents of this Bureau in many different States to forward to the Washington office of the States Relations Service each month a portion of their allotment of schedules, exactly alike in all States, which are to be mailed to the small number of cooperating County Agents. Such a course might be justified if the cooperation between the County Agents of the States Relations Service and the Field Agents of the Bureau of Crop Estimates were obligatory or imposed an onerous duty upon the County Agents; but such cooperation is purely voluntary and does not require more than a few minutes of the Agent's time each month.

It seems to me that the amount of cooperation between the County Agents and the Field Agents of this Bureau might well be further extended without in any way becoming burdensome to them or interfering with their primary duties as County Agents.

Respectfully submitted:

Leon M Estabrook

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF PUBLIC ROADS AND RURAL ENGINEERING,
WASHINGTON, D. C.

MAR 11 1916

IN YOUR REPLY PLEASE
REFER TO FILE No. F-1

February 9, 1916.
1:00 P. M.

MEMORANDUM FOR MR. F. R. HARRISON.

Dear Mr. Harrison:

Your memorandum of January 26, relating to communications with county agents, was duly received during my absence from the Office. I have examined the proposed memorandum, and can see no objection to it.

Very truly yours,

L. W. Page.

Director.

UNITED STATES DEPARTMENT OF AGRICULTURE,
INSECTICIDE AND FUNGICIDE BOARD,
WASHINGTON, D. C.

DEPARTMENT OF AGRICULTURE
FILE
MAR 31 1916

ADDRESS ALL CORRESPONDENCE TO THE INSECTICIDE AND FUNGICIDE BOARD

January 28, 1916.

In reply refer to
JKH/TP.

MEMORANDUM FOR MR. HARRISON:

Receipt is acknowledged of your memorandum of January 26th, requesting an expression of my views relative to a proposed memorandum regarding communications with county agents.

I heartily agree with the ideas expressed in the memorandum and the method outlined for handling matters of questionnaires, statistical information and like matters which involve using the county agent force. I therefore have no suggestions to make relative to the proposed memorandum.

Respectfully,

J K Haywood
Chairman.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

January 29, 1916.

MAR 3 1916

MEMORANDUM FOR MR. HARRISON.

Referring to the proposed memorandum regarding communications with county agents, a copy of which was sent me on January 26, I beg to state that the matter contained therein has my hearty approval.

Chairman of Board.

jhb/cd

Department of Agriculture,
OFFICE OF THE SECRETARY,
Washington, D. C.

OFFICE OF FARM MANAGEMENT.

January 28, 1916.

MAR 3 '16
Secretary's File

Mr. H. F. Fitts,

Office of the Secretary.

Dear Mr. Fitts:

I most heartily approve the proposed memorandum relating to communications with county agents. This office has had some experience in managing the county agents, and we realize the necessity of protecting them from miscellaneous requests which might easily be made to consume the major portion of their time.

It will occasionally happen that county agents who own a farm will be included in a list of farmers to whom blanks are sent for various kinds of information. This has occurred in the case of a recent circular letter sent out by Mr. Yerkes of this office. It seems to me it would be a good plan to instruct county agents that when they receive circular letters calling for information it is not a part of their duty as county agents to fill in these blanks. We should be very glad to avoid sending such letters to agents at all where it can be done.

Yours very truly,

P

W. J. Spillman
Chief.

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

February 15, 1916.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I am sorry to have delayed so long my comments regarding the proposed memorandum relative to the relationships between the various branches of the Department and the County Agents, enclosed in your memorandum of the 26th ultimo. As you know, this did not reach us until the 11th instant.

It is my belief that the principles laid down in the memorandum are correct and that the interests of the Department will be advanced if they are adhered to wherever possible. In connection with our investigational work, however, it should be understood that it may not be practicable to notify County Agents in advance of trips. As the wording of the memorandum does not make this obligatory, however, I do not think that this paragraph is objectionable.

Very truly yours,

Charles J. Brand

Chief.

LGD

COPY

F

January 26, 1916.

MEMORANDUM FOR MR. TAYLOR.

Dear Mr. Taylor:

I am enclosing herewith a copy of a proposed memorandum regarding communications with county agents. Before issuing the memorandum the Secretary would like to have an expression of your views concerning it.

Very truly yours,

F. R. HARRISON

Private Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

Wm.

MAR 2 1916
Secretary's File Room

January 21, 1916.

MEMORANDUM FOR THE SECRETARY:

Dear Mr. Secretary:

In accordance with your suggestion I am sending herewith a number of copies of the proposed memorandum on "Communications with County Agents".

My understanding is that you desire to refer these to the several Bureaus and get their comments as a basis for further consideration of the matter.

Very truly yours,

A. C. True

Director.

D. F. H.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU.
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

January 27, 1916.

Memorandum for Private Secretary.

Your memorandum of the 26th instant, transmitting draft for a proposed memorandum in relation to communications with county agents, has been received and read by Professor Marvin, who believes that the memorandum as composed is comprehensive and desirable.

The Weather Bureau has occasion from time to time to communicate with agents of other bureaus of the Department, but it is its policy and practise to always send such communications through the Central Office and Chief of the Bureau concerned. Such a policy seems particularly desirable and necessary in communicating with outlying stations and representatives of the different bureaus of the Department, as well as in the case of county agents.

Very respectfully,

C. C. Chase

Acting Chief of Bureau.

ADM/K MEMORANDUM A-1.093

BUREAU OF ANIMAL INDUSTRY

January 31, 1916.

Memorandum to Mr. Fitts.

Dear Mr. Fitts:

I am in receipt of your memorandum of the 26th instant inclosing proposed memorandum to be supplied to county agents. I think the matter is very timely and I have no suggestions to make beyond the possible one that so far as possible county agents be supplied on specific subjects with publications of the Department, and that their instructions so far as practicable be confined to the information contained in such publications. In the matter of hog cholera, for instance, I find that there is a tendency on the part of county agents to differ with the views held by the Department regarding this disease and also to criticise information which the Department has issued upon the subject.

Very truly yours,

A D Melvin

Chief of Bureau.

United States Department of Agriculture,
Bureau of Plant Industry.

P
Office of Chief of Bureau.

Washington, D. C., February 12, 1916.

MEMORANDUM FOR MR. HARRISON.

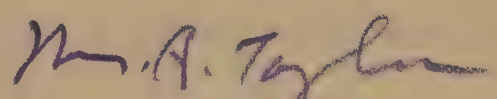
Dear Mr. Harrison:

With reference to the proposed memorandum with regard to communications with county agents, I think its general substance and form are appropriate and that communications between the investigational elements of the Department and the county agents should be through the States Relations Service. The only feature which in my judgment needs serious consideration and probably amendment is the last paragraph which, as it stands, would in effect compel consultation with the county agent whenever investigational work of any character was to be undertaken by the Department in a county. While such consultation is frequently desirable and often likely to be helpful it would frequently be undesirable, at least during the initial inquiries which often need to be made in connection with investigational work. Some types of investigational work need to be undertaken as the result of what are substantially confidential inquiries if they are to be effectively prosecuted, and I believe that the decision as to whether the county agent should be consulted should rest with the several bureaus rather than that they be compelled to communicate with the county agents in the way that the paragraph would seem to contemplate.

I would therefore suggest a modification of the last paragraph to substantially the following form:

> "Furthermore, in view of the fact that the county agent has unusual opportunities for knowing the peculiarity and needs of the local agriculture and has developed a local constituency that looks to him for leadership, it is the desire of both the Colleges and the Department that whenever investigational work in the county is of such a character that it can be advantageously discussed with the county agent, the county agent be informed, preferably by personal conference both to enable him to notify his constituents of such work if that should seem desirable and to allow him to adjust his own plans to take advantage of the proposed investigational work as well as to render such service in the furtherance of the investigational work as will not conflict with his own necessary duties. Such informal cooperation we believe will both promote the work of the investigator and at the same time tend greatly to further the development of mutual good feeling between the extension and research forces of both the Colleges and the Department to the great advantage of all concerned."

Yours very truly,



Chief of Bureau.

I would therefore suggest a modification of the work menti-

ened to substantially the following lines:

"Furthermore, in view of the fact that the county seats are usually concentrations for kindred the population in much of the local agricultural and has developed a local economy that tends to him or territorially. It is the site of both the Colleges and the Day-Court of a number of vestigations will in the county. As of such a center motor cost is our in a convenient way. Accessed with the county seats, the county seat is in general, practically by personal conference both to enable him to notify him communities of such work if what should be done in and to limit his to adjust his own plans to the activities of the Program. Conversely, it will be well as to render such service in the furtherance of the Educational work as will not conflict with his own community outlook. Such informal conferences we believe will join provide an of the Extension and at the same time tend greatly to further the development of mutual good feeling between the extension forces of both the Colleges and the Department to the great advantage of all concerned."

Yours very truly,

Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:
RSZ

January 31, 1916.

Memorandum for the Secretary:

With reference to your Acting Private Secretary, Mr. H. F. Fitts' memorandum of January 26:

The proposed memorandum regarding the communications with county agents appears to me as very desirable in its present form and well drawn up. I can readily see that, as is stated in the proposed memorandum, the county agent organization might very easily be so swamped with requests for information as to soon degenerate into an office force and information bureau. The scheme of having all requests for information from Government bureaus, at least, pass through the States Relation Service should be advantageous both to the bureau and to the county agent organization. It should result in quicker and more effective action on a request and will, at the same time, shut off many inquiries which the county agents may not be able to answer very readily.

R. S. Potter

Acting Forester.

With reference to your Acting Industrial Secretary, Mr. K. T. Pitts' memorandum of January 28:

The proposed memorandum regarding the communications with county officers appears to me to be very desirable in the present form and well drawn up. I can readily see that, as is stated in the proposed memorandum, the county court organization might easily be swamped with requests for information as to such documents into an office force and information bureau. The course, if having it requests for information from Government bureaus, at least, goes through the Industrial Commission would be a great gain both to the bureau and to the county court organization. It would result in quicker and more effective action on a request and will, at the same time, what of many inquiries which the county courts may not be able to

Acting Commissioner.

the whole system, it is nevertheless essential that their time be so protected that they be enabled to do the primary work for which they were placed in the field without undue diversion. This can ~~only~~ be accomplished only when such matters all pass through ~~some~~ one central agency.

In order, therefore, that the county agents may be protected from miscellaneous questionnaires, circular letters, miscellaneous correspondence, etc., and also that they may be used by the College and Department forces as sources of information when necessary, it is hereby directed that all ~~matters of~~ questionnaires, statistical information, and like matters ~~which involve using~~ involving the use of the county agent force be handled through the States Relations Service. This Service, by agreement with the Colleges, represents the Department in the development and handling of county agent work and will undertake to cooperate with the different Bureaus, ~~and~~ Offices and Divisions of the Department in ~~the handling of~~ all matters that may properly be taken up with county agents.

Furthermore, in view of the fact that the county agent wherever located has unusual opportunities for knowing the peculiarity and needs of the local agriculture, has well thought out plans usually to meet these needs, and has developed a constituency that looks to him for leadership, it is the desire of both the Colleges and the Department that whenever investigational work of any character is taken up in the county, the county agent, if possible, be notified at the outset, preferably by personal conference, of the nature of the work contemplated. This will enable the county agent to notify his constituency of such work, if that should seem desirable, adjust his own plans if need be to take

advantage of the proposed investigational work, and, in addition, to render such service in the furtherance of the work as will not conflict with his own necessary duties. ~~Such a plan as this, we believe~~ This plan, it is believed, will promote the work of the investigator, and, at the same time, will tend greatly to further the development of mutual good feeling and cooperative relations between the extension and research forces of both the Colleges and the Department to the advantage of all concerned.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

Wn.

MAR 3 1916
Secretary

February 21, 1916.

MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

Referring to your memorandum of February 18, enclosing memorandum from the bureau chiefs regarding the proposed memorandum on communications with county agents, I am pleased to note that there is such general agreement that such a memorandum would be useful.

The comment from the Bureau of Plant Industry has some force, but it was not our intention that investigators who visit the county agents would necessarily inform them in any definite way regarding the character of their investigations or invite cooperation. In many cases they might simply let the county agent know that they were working in the county and that would save him from embarrassment if reference was made to them. You will note that we put into that paragraph the words "if possible", so that it would not be a hard and fast matter.

Dr. Alsberg's suggestion with reference to the work in rural sanitation is worth consideration, and we would be glad to take this into account when we hold meetings of our agents.

The reason for Prof. Whitney's attitude is not quite clear to me. We do not expect our agents to engage in soil surveys, but it seems as if the soil survey men could get useful information about the agricultural conditions in the counties where they are working from the county agents.

Very truly yours,

A C True

Director.

P.

Office of the Secretary.

February 18, 1916.

MEMORANDUM FOR DR. TRUE.

MAR 8 1916

Dear Dr. True:

I am enclosing herewith memoranda from the various chiefs of bureaus regarding the proposed memorandum on communications with county agents which was referred to them for comment. Perhaps you will wish to consider these memoranda before the matter is finally presented to the Secretary for his consideration. While it does not relate particularly to the memorandum in question, I desire to call your attention to Dr. Alsberg's suggestion with reference to work in rural sanitation.

Very truly yours,

F. R. HARRISON

Private Secretary.

Enclosure.

Office of the Secretary.

W-

Office of the Secretary.

MAR 3 1916

February 29, 1916.

MEMORANDUM FOR MR. TAYLOR.

Dear Mr. Taylor:

I am sending you herewith a copy of Memorandum No. 159 regarding communications with county agents which has just been issued. Before signing the memorandum, the Secretary noted the suggestions made in your memorandum of February 12, 1916. It was not deemed necessary to change the phraseology, however, because it was not the intention that investigators who visit the county agents will necessarily inform them in any definite way regarding the character of their investigations or invite cooperation. In many cases they might simply let the county agent know that they were working in the county and that would save him from embarrassment if reference was made to them. You will note that the words "if possible" were inserted in the paragraph so that it would not be a hard and fast proposition.

Very truly yours,

F. R. HARRISON

Private Secretary.

(Enclosure)

W-

Office of the Secretary.

February 29, 1916.

MEMORANDUM FOR PROF. WHITNEY.

Dear Prof. Whitney:

I am sending you herewith a copy of Memorandum No. 159 in regard to communications with county agents which has just been issued. The Secretary has noted your comment of January 28, 1916, regarding the matter. He directs me to inform you that the memorandum was intended to apply to all the bureaus of the Department. The county agents, of course, will not engage in soil survey work but undoubtedly the soil survey men could secure from the county agents useful information about the agricultural conditions in the county where they are working.

Very truly yours,

F. R. HARRISON

Private Secretary.

(Enclosure)

EF) E)

COMMENTS ON PROPOSED MEMORANDUM REGARDING

Communications with County Agents.

FILED MAR 1 1914

Weather Bureau

Desirable. Its policy always to communicate through Central Office or Chief of Bureau concerned.

Animal Industry

Very timely. Suggests so far as possible county agents be supplied on specific subjects with publications of the Department and that their instructions so far as practicable be confined to the information contained in such publications. There is a tendency on the part of county agents to differ with views of Department as for instance in the matter of hog cholera.

Plant Industry

Appropriate. Last paragraph needs serious consideration because as it stands it would in effect compel consultation with the county agent whenever investigational work of any character was to be undertaken by the Department in a county. While often desirable, such consultation frequently undesirable especially during the initial inquiries which often need to be made in connection with investigational work. Suggests a modification by which decision as to whether the county agent should be consulted rests with the several bureaus. (See memorandum).

Forest Service

Desirable, as it will result in quicker and more effective action on a request.

Chemistry

No comment. Have had practically no experience in dealing with county agents and what little there has been was handled through the States Relations Service. (Suggests in behalf of rural sanitation that it may be feasible for the Public Health Service to detail a man, familiar with rural sanitation problems, to attend the meetings of county agents and give advice as will lead to improvement).

Soils

Not applicable to Bureau of Soils. It does not seem wise that the Bureau of Soils men should be required to get in touch with the

county agent upon entering an area to make a survey.

Entomology

Excellent.

Biological Survey

Desirable. Agrees with suggestion that, where possible, the county agent should be informed whenever Department takes up investigational work in his territory but believes communications between Department field employees and county agent be direct since requiring such correspondence to go through Washington would result in delays. Suggests bureaus be informed of activities of county agents along lines in which bureaus are doing special demonstration work like ground squirrel and other rodent pests destruction campaigns which county agents in some parts of the West have organized. Results of such work important for information of bureaus.

Publications

Conducive to more effective work. Suggests that county agents be directed to refer all requests from business interests, that involve a demand on their time, to the States Relations Service for attention and reply, because as the county agent force is extended and becomes more efficient such interests will with increasing frequency seek information from them.

Crop Estimates

Desirable so far as economizing time and energies of county agents but feels third paragraph might interfere somewhat with cooperation between the county agents and the field agents of the Bureau of Crop Estimates. The county agents in the northern and western States act as voluntary crop reporters where they are personally willing to cooperate. Such cooperation is not obligatory and may be discontinued if burdensome. Dr. Knapp has refused to permit such cooperation in southern States under the apprehension that if such cooperation became known it might interfere with the county agent's usefulness. As a rule the county agents are willing to cooperate. The field agents reciprocate by supplying county agents with estimates and statistics for the county and State, which could not be obtained readily otherwise. If this paragraph interferes with this work, suggests a modification excepting this cooperation. Duplicates could be supplied States Relations Service of copies of monthly crop and special live stock schedules supplied to county agents but it would involve unnecessary work and delay.

Public Roads

Sees no objections.

Insecticide Board

Heartily agrees and has no suggestions to make.

Horticultural Board

Heartily approves.

Farm Management

Heartily approves. Occasionally county agents who own farms are included in a list of farmers to whom blanks are sent for various kinds of information. Believes it a good plan to instruct them that when they receive such letters from Farm Management that it is not part of their duty as county agents to fill in the blanks, as Farm Management will be glad to avoid sending such letters where it can be done.

Markets

Believes the principles laid down correct. States, however, that it should be understood that it may not be practicable to notify county agents in advance of trips, but as memorandum does not make this obligatory does not think paragraph objectionable.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 26, 1916.

I am enclosing herewith a copy of a proposed memorandum regarding communications with county agents. Before issuing the memorandum the Secretary would like to have an expression of your views concerning it.

Very truly yours,

H. F. FITTS.

ACTING Private Secretary.

FILED
OCT 16 1936
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 20, 1916.

MEMORANDUM NO. 160.

Regarding Preparation of Program of Work
for the Fiscal Year 1917.

Each bureau or office is requested to submit, not later than May 1, revised statements of the projects upon which it is planned to undertake work during the coming fiscal year, for use in the preparation of the Program of Work of the Department for 1917.

In formulating these project statements, it will be necessary to plan the work and the allotment of funds on the basis of the appropriation bill as reported in the House, subject to such later adjustments as changes in the bill may require.

All active lines of work should be included--that is, (1) projects listed in the Program for 1916 and to be continued during 1917, (2) those approved by the Secretary since the preparation of the last Program and upon which work will be continued, and (3) proposed new lines of work provision for which is made in the House bill.

Statements of anticipated new lines of work should first be presented in proper project form (see Administrative Regulations, paragraph 146) for consideration and approval by the Secretary.

Detailed instructions for preparing the Program of Work are given under paragraph 145 (revised) of the Administrative Regulations, which should be amended as follows:

Results.--Summarize briefly under two separate subdivisions (1) any special or unusual features of the work of the fiscal year 1916, and (2) the most important results prior to 1916. References to published work are desirable, but statements of results should not be limited to citations of literature.

Assignment.--Under this heading include only names of leader and principal assistants.

Proposed expenditures, 1916-17.--Show the total estimated cost of each project or subactivity within a group or subgroup. Give also the subgroup and group totals, with the statutory allotments set out separately.

Projects included in the published Program for 1916 which have been terminated during the present fiscal year or which will be suspended during 1917 should be listed at the proper place in the Program (i.e., in the order of their occurrence in the printed Program for 1916), with an indication of their status.

In addition to the foregoing, each bureau or office will please prepare a table showing (1) the total funds (lump and statutory combined) allotted to each project, and (2) the total for each subgroup and group, with the statutory allotments segregated. This statement will not form a part of the Program but is desired for the purpose of checking up project allotments against the various appropriations and subappropriations.

K. V. Houston,

Secretary.

DEPARTMENT OF AGRICULTURE,
Office of the Secretary.

Washington, D. C., March 20, 1916.

MEMORANDUM NO.

Regarding Preparation of Program of Work
for the Fiscal Year 1917.

Each bureau or office is requested to submit, not later than May 1, revised statements of the projects upon which it is planned to undertake work during the coming fiscal year, for use in the preparation of the Program of Work of the Department for 1917.

In formulating these project statements, it will be necessary to plan the work and the allotment of funds on the basis of the appropriation bill as reported in the House, subject to such later adjustments as changes in the bill may require.

All active lines of work should be included--that is, (1) projects listed in the Program for 1916 and to be continued during 1917, (2) those approved by the Secretary since the preparation of the last Program and upon which work will be continued, and (3) proposed new lines of work provision for which is made in the House bill.

Statements of anticipated new lines of work should first be presented in proper project form (see Administrative Regulations, paragraph 146) for consideration and approval by the Secretary.

Detailed instructions for preparing the Program of Work

are given under paragraph 145 (revised) of the Administrative Regulations, which should be amended as follows:

Results.--Summarize briefly under two separate subdivisions (1) any special or unusual features of the work of the fiscal year 1916, and (2) ~~a resume of~~ the most important results prior to 1916. References to published work are desirable, but statements of results should not be limited to citations of literature.

Assignment.--Under this heading include only names of leader and principal assistants.

Proposed expenditures, 1916-17.--Show the total estimated cost of each project or subactivity within a group or subgroup. Give also the subgroup and group totals, with the statutory allotments set out separately.

Projects included in the published Program for 1916 which have been terminated during the present fiscal year or which will be suspended during 1917 should be listed at the proper place in the Program (i.e., in the order of their occurrence in the printed Program for 1916), with an indication of their status.

Secretary.

~~Note.~~ In addition to the foregoing, each bureau or office will please prepare a table showing (1) the total funds (lump and statutory combined) allotted to each project, and (2) the total for each subgroup and group, with the statutory allotments segregated. This statement will not form a part of the Program but is desired for the purpose of checking up project allotments against the various appropriations and subappropriations.

Full Refaced

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the Secretary's File Room

RECEIVED
MAR 27 1916
U.S. DEPT. OF AGRICULTURE
SERVICE OF APPOINTMENTS CLERK

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 24, 1916.

MEMORANDUM NO. 161.

Advertising for Competitive Bids in Purchase of Typewriters.

Attention is directed to the last paragraph in a decision of the Comptroller of the Treasury, dated February 26, 1916, as follows:

> "In future, however, no typewriting machine should be purchased without the advertising required by law, except in emergencies, recognized by law, so as to enable all makers of machines of the desired character and adaptability to compete for the order."

It is understood that the General Supply Committee will provide for competitive bids and make awards to be included in the General Supply Committee schedule for 1917.

From this date to the end of the fiscal year 1916, except where the public exigencies require immediate delivery, you are directed in each purchase of typewriting machines to secure from at least three makers of machines of the desired character and adaptability, proposals based upon specifications general enough to provide opportunity for real competition. A real exigency must exist to justify a purchase without advertising, and such purchases on exigency statements must be limited strictly to unforeseen emergencies. Proposals may be secured by letter or personal inquiry, but should be in writing.

D. F. Houston,

Secretary.

United States Department of Agriculture,
Office of the Secretary,
WASHINGTON, D. C.

April 6, 1916.

FILED
APR 17 1916
Secretary's File Copy

MEMORANDUM NO. 162.

Amendments to the Fiscal Regulation, relating to the telegraph addresses of the bureaus and offices of the Department; prohibiting the payment of tips or fees to porters in sleeping cars and hotels, and waiters in dining cars, hotels, restaurants, or cafes in States where payment of such tips or fees is forbidden by law; checking of baggage at depots, hotels, or docks; requiring sleeping car berth and parlor car seat checks on cash payments; reimbursement for joint travel expenses; laundry as subsistence expenses; revision of Appendix "E" (Table of Notarial and Justice of the Peace fees); and addition of Appendix "G", relative to States in which the payment of tips, fees, or gratuities is prohibited by law.

The paragraphs and sections of paragraphs of the Fiscal Regulations of this Department adopted February 1, 1915, and amendments to paragraphs and sections of paragraphs thereof adopted by memorandum No. 130, dated April 5, 1915, as identified by the numbers and letters, respectively, set out below, are hereby amended, and an additional regulation designated 78 (v) is hereby promulgated, all effective April 15, 1916, so as to read as follows:

Paragraph 44: In communicating with the Department in Washington the following addresses will be used by employees in the field:

For-	Use-
Office of the Secretary	Agriculture, Washington.
Weather Bureau	Observer, Washington.
Bureau of Animal Industry	Animal Industry, Washington.
Bureau of Plant Industry	Plant Bureau, Washington.
Forest Service	Forestry, Washington.
Bureau of Chemistry	Chemistry, Washington.
Bureau of Soils	Soils, Washington.
Bureau of Entomology	Entomology, Washington.
Bureau of Biological Survey	Biological Survey, Agriculture, Washington.
Division of Accounts and Disbursements	Disbursements, Agriculture, Washington.
Division of Publications	Publications, Agriculture, Washington.

Bureau of Crop Estimates .....Estimates, Agriculture, Washington.
Library .....Library, Agriculture, Washington.
States Relation Service .....States Relations, Washington.
Office of Public Roads and Rural Engineering.....Roads, Agriculture, Washington.
Insecticide and Fungicide Board .....Insecticide Board, Washington.
Office of Markets and Rural Organization .....Markets, Agriculture, Washington.
Federal Horticultural Board .....Horticultural Board, Washington.

When necessary to insure prompt delivery within a bureau, the surname of the employee for whom the message is intended may be used in addition to the bureau address.

Paragraph 75: Employees authorized to receive per diem allowances will not be reimbursed, in addition, for meals, lodging, fees to hotel employees, waiter fees, fees to dining room stewards on steamships, bath, laundry, telegrams reserving hotel accommodations, or other subsistence expenses; but, in addition to the per diem allowance, may be reimbursed for expenses actually and necessarily incurred for railroad and steamboat fares, including fees to cabin and deck stewards, sleeping berth, stateroom on steamboats, seats in parlor or chair cars, street-car, transfer-coach, and omnibus fares, transfer of baggage, livery hire, stage fare, and other means of conveyance between points not accessible by railroad, fees for checking baggage at depots and docks, fees to Pullman, depot, and dock porters, and other expenses of transportation: Provided, That reimbursement for the payment of any fee herein mentioned, will not be allowed in any State in which payment of such fee is prohibited by law. See Appendix "G".

Paragraph 78 (b): Except as provided in Paragraph 78 (v), one double berth for each person, customary stateroom accommodations on steamboats and other vessels, and seat in parlor or chair car will be allowed. When sleeping or parlor car accommodations are procured, officers or employees must state the points between which the service was rendered, whether seat, upper berth, or lower berth was occupied, and when other than Pullmans are used, the initials of the railroad over which travel was performed. In reimbursement accounts all charges for sleeping and parlor car accommodations if paid for in cash, must be supported by the berth or seat checks. Where a receipt or check is not tendered

on a cash payment for sleeping car or parlor car accommodations, request therefor should be made.

Paragraph 78 (c): Porter fees on sleeping cars, except where such cars are used for seating accommodations only, will be allowed not to exceed 25 cents for each car, or for each 24 hours, or fraction thereof. Porter fees not to exceed 10 cents will be allowed in each instance when seat accommodations are obtained in parlor or chair cars or sleeping cars: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fee is prohibited by law. See Appendix "G".

Paragraph 78 (f): The checking of baggage at depots, hotels, or docks upon arrival and departure, not to exceed 10 cents for each piece; porterage not to exceed 25 cents at docks when customary, and not to exceed 10 cents for each piece in any other case may be allowed. Reimbursements for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fees is prohibited by law. See Appendix "G".

Paragraph 78 (h): Except as provided in Paragraph 78 (v), customary charges for subsistence expenses, not to exceed in the aggregate $5 for any one day, may be allowed, and will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the day time, waiter fees not exceeding 30 cents in any one day, fees for checking and porterage of baggage upon arrival at and departure from hotels not to exceed 10 cents for porterage of, and 10 cents for checking, each piece, telegrams reserving hotel accommodations, laundry not exceeding twenty cents a day, to be included in subsistence expenses for the date on which it is paid, and all other subsistence expenses. Charges for laundry must include all expenses incurred for that item during the period for which the voucher is rendered and must not include laundry items brought forward from previous periods. Charges incurred for laundry at official headquarters at the termination of a trip will not be allowed. Receipts for laundry must be submitted or a written statement filed with the account showing the impracticability of obtaining such receipts. A charge for lodging at a hotel and a charge for sleeper berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fee is prohibited by law. See Appendix "G".

Paragraph 78 (j): Except as provided in Paragraph 78 (v), special conveyance, such as livery, or the hire of a boat, bicycle, motor cycle, or automobile, may be employed when no public or regular means of transportation are available, or when such public or regular means of transportation can not be used as advantageously in the interest of the government.

Paragraph 78 (v): Whenever, for any reason, actual expenses allowed under these regulations as incidental to travel, such as hotel accomodations, meals, sleeping berth, stateroom, special transportation, and the like, are incurred by an employee jointly with members of his family or other persons, the employee is entitled to reimbursement for one-half of the aggregate joint expense when accomodations are shared with one person, to one-third of such expense when accomodations are shared with two other persons, and to a similar proportion of such expense when accompanied by a larger number of persons. All joint expenses must be paid for in cash, and the account must clearly show the number of persons sharing in the joint expenses.

Paragraph 81: Transportation requests will be provided by the bureau for the use of all persons authorized to travel upon the business of the department over the lines of any transportation company, such requests to be presented by the traveler to the proper transportation companies in exchange for tickets. Separate requests will be used for parlor or chair or sleeping car accomodations. The use of transportation requests is strongly recommended for all travel upon department business where the fare involved is $1 or more, except as provided in Paragraph 78 (v). In case of refusal to accept a transportation request by the agent of any transportation company, the fact should be reported to the chief of bureau. Transportation requests drawn on one appropriation must not be used for travel chargeable to another appropriation. Transportation requests must not be used to cover extra fares on limited trains or deviations from direct routes in connection with leaves of absence or other personal business. Such extra fares must be paid in cash.

Paragraph 95: Affidavits and acknowledgments in connection with the preparation of cases for prosecution under the laws of the United States should be executed, when practicable, (1) before a clerk of a United States court; (2) before a United States commissioner; (3) before a notary public; or (4) before a justice of the peace having authority to administer oaths and affirmations, preference being given to the officials in the order named. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having charge of the records of the appointment or election of the officer before whom the oath is executed should be attached. When it is necessary to appear before a notary or justice of the peace, owing to the impracticability of reaching the first or second named officials, fees, as shown by the table of notarial and justice of the peace fees (See Appendix "E") will be allowed if not in excess of the legal rate authorized by the State laws at the time the services are rendered.

APPENDIX E.

NOTARIAL AND JUSTICE OF THE PEACE FEES.

State or Territory.		Notary.	Justice of the peace.
Alabama		$.50	$.25
Alaska; first division		.50	.30
second, third & fourth divisions		.75	.40
Arizona		.75	.75
Arkansas		.50	.10
For taking and certifying each acknowledgment			.50
California		.50	.25
For every certificate and seal		1.00	
Colorado		.25	
Counties of first class			.05
Counties of second class			.10
Counties of third class			.15
Counties of fourth class			.15
Counties of fifth class			.15
For each certificate			.25
Connecticut	For administering an oath	.10	.10
	For taking an acknowledgment	.25	
	For taking an affidavit		.10
Delaware	For administering and certifying under hand and seal an oath	.50	.25
	Certificate under hand and Notarial seal, when Notary certifies to each, a fee is allowed	.35	
District of Columbia	For each certificate and seal	.50	
	For administering an oath	.15	
	Fees for Justice of the Peace are fixed by the Supreme Court of the District		
Florida	Administering an oath	.10	.06
	Certificate and seal	.50	
Georgia	For administering oath in any case	.30	.30
	In cities of not less than 54,000 and not more than 80,000		.50
Hawaii		.25	

(Continued) State or Territory.		Notary.	Justice of the peace.
Idaho	For administering and certifying an oath	.25	.15
	For every certificate under seal	.50	
Illinois	Certificate under seal	.25	
	Administering an oath	.25	
	Administering an oath to an affidavit when drawn by the Justice		.35
	Administering an oath to an affidavit when not drawn by the Justice		.10
Indiana	For each certificate and seal	.50	
	Administering an oath	.10	.05
	For writing an affidavit		.25
Iowa	For administering an oath	.05	.05
	For certifying to same under official seal	.25	.25
Kansas		.25	.20
Kentucky		.20	.20
Louisiana		.50	.25
Maine		.25	.25
Maryland		.62-1/2	.10
Massachusetts		.25	.25
Michigan		.25	.25
Minnesota		.25	
	For administering an oath		.15
	Certifying to the same		.15
Mississippi		.50	.25
Missouri		.50	
	Administering an oath		.05
	Certificate		.15
Montana		.50	.50
Nebraska	Administering an oath	.05	
	For each certificate and seal	.25	
	Taking an affidavit		.25
	Certificate		.25

(Continued)

State or Territory.		Notary.	Justice of the Peace.
Nevada	Administering oath	$.25	$
	Certificate and seal	.50	
	In counties polling 800 votes or less, for administering an oath or affirmation		.25
	Certificate to the same		.25
	In counties over 800, administering an oath and certifying to the same		.15
New Hampshire		.25	.25
New Jersey	Administering an oath	.12	.12
	For certificate and seal	.20	.20
New Mexico	For administering or certifying to any oath	.25	
	For any certificate under seal	.50	
	Affidavit, oath and certificate		.25
New York		.12	.12
North Carolina	Affidavit including jurat and certificate	.25	.25
North Dakota	Oath	.10	
	For each certificate and seal	.25	
	Taking affidavits		.25
	Administering an oath		.10
	Certificate		.25
Ohio		.40	.40
Oklahoma		.25	
	For administering an oath		.05
	Acknowledgment		.50
Oregon		1.00	.25
Pennsylvania	Notarial affidavit of account under seal	.25	
	Drawing and certifying affidavit	1.00	
	Oath or affirmation	.12½	
	In Allegheny County, admin-		

(Continued) State or Territory.	Notary.	Justice of the Peace
Pennsylvania (Continued)		
istering oath or affidavit and certifying the same with seal	1.00	
Justice of the Peace		.25
In Philadelphia		.50
The fees of Notary in Philadelphia are increased 50 per cent		
In the counties of Centre, Lycoming, Montour, Blair, Wyoming, Snyder, Westmoreland and York County, the fees are increased 25 per cent		
Philippines For administering Notarial		
affidavit with seal	.25	
each oath	.20	.20
Porto Rico	.50	.50
Rhode Island	.25	.50
South Carolina Oath	.25	
For Notarial certificate with seal	.50	
Taking affidavit		.25
South Dakota Administering an oath	.10	.25
Taking affidavit and seal	.25	
Tennessee	.50	
For every certificate not included in some other service		.20
For every affidavit not included in some other service		.15
Texas	.25	
Administering each oath without certificate		.10
Administering oath with certificate		.25
Utah	.50	
For each certificate		.25
For administering an oath		.25
Vermont	.25	.12

(Continued) State or Territory.		Notary.	Justice of the peace.
Virginia		$.25	$.25
	For taking and certifying affidavits of witnesses where taken in an hour	.75	.75
Washington		.50	.25
West Virginia		.25	.20
Wisconsin	For administering an oath	.25	.25
	For certificate and seal	.25	.25
Wyoming	Oath	.50	.50
	Certificate and seal	.50	

APPENDIX G.

Payment of tips, fees, or gratuities to any steward, waiter, porter, or any other employee at any hotel, restaurant, cafe, eating house, or to any porter or other employee of any sleeping car company, corporation, or carrier is prohibited by law in the States of Arkansas and Iowa.

Payment of tips, fees, or gratuities to any person in the employ of any hotel, restaurant, cafe, dining car, railroad company, or sleeping car company is prohibited by law in the States of Mississippi and South Carolina.

D. F. Houston

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

April 8, 1916.

MEMORANDUM NO. 163.

Amendment to Paragraph 204 of the Administrative Regulations.

Paragraph 204 of the Administrative Regulations is hereby amended to read as follows:

> "204. EMPLOYEES OF THE FOREST SERVICE MAY BE DETAILED TO ACT AS SPECIAL DEPUTY FISCAL AGENTS.--Clerks, officers, or other employees of the Forest Service may be temporarily detailed to the office of the district fiscal agent, as special deputy fiscal agents, under the direction and subject to the supervision of the district fiscal agent, for the purpose of making cash payments to fire fighting and other crews, such special deputy fiscal agents to furnish bonds in the sum of $5,000 each, drawn in favor of the United States. Such bonds shall be filed in the office of the Forester."

D. F. Houston,

Secretary.

F

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 10, 1916.

MEMORANDUM NO. 164.

Reports on Probationary Appointees.

The probationary period required by law preliminary to absolute appointment is a supplement to the examination held by the Civil Service Commission in order to test, in a practical way, the fitness of the appointee for the work to which he is assigned. It is believed, therefore, that the character of the services performed by the probationer should be made a matter of appropriate record so that there may be no question as to the estimate placed upon his service by the official to whom he reports. With this end in view it is accordingly ordered that hereafter at least three reports relative to the service of each probationer shall be made in writing to the chief of the bureau concerned by the officer under whose immediate supervision the probationer serves. Where the probationary period involved is six months, these reports shall be submitted promptly at the end of the first, third, and fifth months; where the probationary period is twelve months, the required reports shall be submitted at the end of the sixth, ninth, and eleventh months. In all cases the initial and intermediate reports shall include the following in-

★ See amendment Memo. 167

formation:

1. Name.

2. Title.

3. Salary.

4. Date of appointment.

5. Date of expiration of probationary period.

6. State from which appointed.

7. Place of employment.

8. ~~Character~~ Quality of services since appointment or since the date of the preceding report.

9. Such other information as the bureau may prescribe in accordance with its administrative needs.

The final report shall contain, in addition, a specific recommendation as to the probationer's fitness for absolute appointment. A suggested form is enclosed herewith.

All reports of this character will be held in the administrative office of the bureau until the probationer's appointment automatically becomes absolute or until it becomes necessary to recommend the termination of the probationary appointment because of unsatisfactory service or other reason; they will then be forwarded to the Office of the Secretary for filing with the probationer's record in the Appointment Clerk's office.

It is not intended that the foregoing provisions shall interfere with any additional procedure that the chiefs of bureaus may consider

advisable.

D. F. Houston,

Secretary.

REPORT ON SERVICES OF PROBATIONARY APPOINTEE.

Initial.

Intermediate.

Final.

_____19__.

Name:_____ Title:_____

Salary:_____ Date of appointment:_____

Date of expiration of probationary period:_____

State from which appointed:_____ Place of employment:_____

~~Character~~ Quality of services since appointment or since the date of the preceding report:

Remarks:

(Signed)_____

(Title)

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DEPARTMENT OF AGRICULTURE
WASHINGTON

April 14, 1916.

MEMORANDUM NO. 165.

Regarding initialing of letters prepared for the signature of the Secretary.

Hereafter the practice of initialing the ribbon copies of letters prepared for the signature of the Secretary will be discontinued. The initials of the chief of the bureau, division, or office in which the letter originates should appear on a small slip under the words "Initialed by". A sample of the slip to be used by all offices is submitted herewith. In order to facilitate the handling of correspondence in the Secretary's office, this slip should be attached separately to the ribbon copy at the upper left hand corner exactly as shown on this form. Either indelible pencil or copying ink should be used in initialing.

D. F. Houston,
Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

May 4, 1916.

MEMORANDUM NO. 166.

Ecomomy in the use of Supplies.

~~TO THE CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:~~

The attention of all employees of the Department should be called to the fact that present conditions point to substantial increases during the coming fiscal year in the prices of many articles in common use throughout the Department, such as furniture, stationery, electrical supplies, hardware, etc. Strict economy must be observed throughout the Department in the purchase and consumption of all supplies needed for the service during the coming fiscal year. You are directed to bring to the attention, not only of purchasing officers, but of all other employees, the requirement that no waste will be permitted. Purchase of new furniture and equipment should be limited to actual necessities, and old furniture and equipment, if still serviceable, must not be discarded simply because new articles are desired. Particularly must economy be observed in the use of stationery. Where cheaper grades of paper for carbon copies or other duplicates will serve the purpose they must be used. For intra-departmental transmission of

papers, the cheapest manila envelopes meet every requirement and must be used. Lavish consumption of carbon paper and letterheads can not be tolerated, and all heads of offices should be instructed to see that employees are economical in the use of these and other stationery supplies. ALL REQUISITIONS FOR STATIONERY AND SUPPLIES SHOULD RECEIVE VERY CAREFUL SCRUTINY BY SUPERVISING OFFICERS AND THE NEEDS OF THE SERVICE CONSIDERED BEFORE THE REQUISITIONS ARE APPROVED.

This memorandum is not intended to hamper the conduct of official business or to limit the proper use of supplies for necessary purposes. It is intended to call attention to the necessity for strict economy in the use of supplies which are costing the Department more than ever before in its history.

W. J. Houston,

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 2, 1916.

MEMORANDUM NO. ___

Economy in the use of Supplies.

TO THE CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

The attention of all employees of the Department should be called to the fact that the prices of many articles in common use throughout the Department, such as furniture, stationery, electrical supplies, hardware ~~and the like will be largely increased during the coming fiscal year.~~ Reliable estimates of the increase in prices of certain classes of material are as follows:

Stationery and drafting supplies	20 to 30%
Hardware, metals, leather and saddlery	45%
Dry goods, cloth bags, flags, wearing apparel, window shades, and cordage,	35%
Drugs, medicines, and chemicals	50%
Laboratory apparatus, hospital appliances, and surgical instruments	25%
Electrical engineering and plumbing supplies	50%
Lumber, millwork, packing boxes and sawdust, and building materials	7%
Paints, oils, glass, and brushes	20%
Furniture and floor coverings	13%
Groceries and provisions, meat and meat products, fish, and household supplies	10%
Photographic supplies, meteorological instruments, towers, etc., and meat-inspection supplies (No bids on about half the items called for.)	50%
Incandescent gas-lamp supplies	10 to 15%

Strict economy must be observed throughout the Department in the purchase and comsumption of all supplies needed for the service

during
~~of~~ the coming fiscal year. You are directed to bring to the attention, not only of purchasing officers, but of all other employees, the requirement that no waste will be permitted. Purchase of new furniture and equipment should be limited to actual necessities, and old furniture and equipment, if still serviceable, must not be discarded simply because new articles are desired. Particularly must economy be observed in the use of stationery. Where cheaper grades of paper for carbon copies or other duplicates ~~can be utilized~~ they must be used. For intra-departmental transmission of papers, the cheapest manilla envelopes meet every requirement and must be used. Lavish consumption of carbon paper and letterheads ~~will not be~~ cannot be tolerated, and all heads of offices should be instructed to see that ~~their~~ employees are economical in the use of these and other stationery supplies.

This memorandum is not intended to hamper the conduct of official business ~~nor~~ or to limit the proper use of supplies for necessary purposes. It is intended to call attention to the necessity for strict economy in the use of supplies which are costing the Department more than ever before in its history.

Secretary.

E-k

United States Department of Agriculture,
Bureau of Crop Estimates,

OFFICE OF
CHIEF OF BUREAU.

Washington, May 3, 1916.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

It is estimated that all supplies purchased by the Department of Agriculture have increased in price from 7 to 50 per cent, and that the average increase in cost during the next fiscal year will be approximately 25 per cent. Inasmuch as estimates of appropriation were made up nearly nine months ago, without special provision for material increase in the cost of supplies, it is believed that the various bureaus should exercise the strictest economy in the purchase and use of supplies during the next fiscal year. It is therefore thought advisable by the Advisory Committee on Finance and Business Methods to recommend that the attention of all bureau officials be called by an official memorandum from your office to the probable situation and the necessity for economy next year.

Respectfully submitted:

Leon M. Estabrooke

Chairman,
Advisory Committee on Finance
and Business Methods.

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MAY 12 1916
U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 4, 1916.

MEMORANDUM NO. 167.

Amendment to Memorandum No. 164.

The next to the last paragraph of Memorandum No. 164, "Reports on Probationary Appointees", is amended as follows:

> All reports of this character will be held in the administrative office of the bureau until the probationer's appointment automatically becomes absolute or until it becomes necessary to recommend the termination of the probationary appointment because of unsatisfactory service or other reason; they then will be forwarded, after being initialed by the Chief or the Acting Chief of the Bureau or by some administrative official properly so designated, to the Office of the Secretary for filing with the probationer's record in the Appointment Clerk's office.

D. F. Houston

Secretary.

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May 9, 1916.

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MEMORANDUM NO. 168.

Efficiency Committee, Office of Markets and Rural Organization.

O. J. Field is hereby appointed a member of the Committee on Clerical Efficiency of the Office of Markets and Rural Organization, vice R. V. Bailey, resigned. G. C. White is designated chairman.

Memorandum No. 156 is amended accordingly.

D. F. Houston,
Secretary.

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

May 4, 1916.

Hon. D. F. Houston,

Secretary of Agriculture.

Sir:

Mr. R. V. Bailey, who recently resigned as Chief Clerk of the Office of Markets and Rural Organization, was also Chairman of the Committee on Clerical Efficiency of this Office. The efficiency reports of the clerical and subclerical employees of this Office, for the semi-annual efficiency register due June 1, are now being prepared and it is respectfully recommended that Mr. G. C. White, a member of the Committee, be designated as Chairman, and that Mr. O. J. Field, now Chief Clerk of the Office, be appointed a member of the Committee to fill the vacancy caused by the resignation of Mr. Bailey.

Respectfully,

Charles J. Brand

Chief.

Secretary of Agriculture.

Mr. T. V. Bailey, who recently resigned as Chief Clerk of the Office of Markets and Rural Organization, was also Chairman of the Committee on Clerical Efficiency of this Office. The efficiency reports of the clerical and subclerical employees of this Office, for the semi-annual efficiency register due June 1, [illegible] Chairman, and that Mr. O. J. Field, now Chief Clerk of the Office, [illegible] by the resignation of Mr. Bailey.

Respectfully,

[illegible]

Chief.

United States Department of Agriculture,
Office of the Secretary,
WASHINGTON, D. C.

May 9, 1916.

MEMORANDUM NO. 168.

Efficiency Committee, Office of Markets and Rural Organization.

O. J. Field is hereby appointed a member of the Committee on Clerical Efficiency of the Office of Markets and Rural Organization, vice R. V. Bailey, resigned. G. C. White is designated chairman.

Memorandum No. 156 is amended accordingly.

D. F. Houston
Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

May 19, 1916.

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MEMORANDUM NO. 169.

Efficiency Committee, Bureau of Crop Estimates.

Nat C. Murray is hereby appointed a member of the Committee on Clerical Efficiency of the Bureau of Crop Estimates, vice O. N. Fansler, resigned.

Memorandum No. 156 is amended accordingly.

Carl Vrooman
Acting Secretary.

E-k

United States Department of Agriculture,

Bureau of Crop Estimates,

OFFICE OF
CHIEF OF BUREAU.

Washington, May 17, 1916.

The Honorable

The Secretary of Agriculture.

Sir:

To fill the vacancy caused by the resignation of Dr. O. N. Fansler in April, I would recommend that Mr. Nat C. Murray, Assistant Chief of Bureau, be appointed a member of the Efficiency Board of the Bureau of Crop Estimates.

Very respectfully,

Leon M. Estabrook

Chief of Bureau.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

May 22, 1916.

MEMORANDUM NO. 170.

Amendment to the Fiscal Regulations authorizing the transportation at Government expense of a motor vehicle used in official work when an employee is transferred from one official station to another for permanent duty.

Paragraph 78 (p) of the Fiscal Regulations of this Department, adopted December 15, 1914, as amended April 5, 1915, is hereby amended, effective ~~May 15,~~ June 1, 1916, 1916, so as to read as follows:

"Paragraph 78 (p): An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his household effects and other personal property used in official work, not exceeding in all 5,000 pounds, in addition to the weight of a motor vehicle or live stock: Provided, That saddle or other animals not exceeding three head, or an automobile, or motorcycle, will be transported at Government expense only when used in official work: And provided further, That all such shipments are made in accordance with the provisions of section (r) of this paragraph."

D. F. Houston

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

June 1, 1916.

MEMORANDUM NO. 171.

Amendment to the Fiscal Regulations concerning lost checks.

Paragraph 97 of the Fiscal Regulations is hereby amended to read:

"97. Immediately upon the loss of a check the owner should notify the disbursing clerk, or other fiscal agent, of the department in writing, giving, if possible, the date, the number, and the amount of the check, in order that payment may be stopped immediately by that officer. He should then make every effort possible to trace the check through postal and other channels, which action, with the result thereof, should be made the subject of a supplementary report to the disbursing clerk or fiscal agent. In case the check is not found when the second report is made, the party of interest will receive from the Department a blank bond of indemnity for execution and return with an accompanying affidavit setting forth the circumstances attending the loss of the check. After the expiration of 30 days from the date of the original check a duplicate will be issued. In case a check reported lost is subsequently found, no attempt should be made to cash the same until the disbursing clerk, or other fiscal agent to whom notice of loss has been given, has been notified and until the party of interest has been advised that necessary action has been taken to remove the stoppage of payment."

D. F. Houston,

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,

OFFICE OF
CHIEF OF BUREAU.

Washington, June 1, 1916.

The Honorable

The Secretary of Agriculture.

Dear Mr. Secretary:

I transmit herewith a proposed amendment to Paragraph 97 of the Fiscal Regulations of the Department, so as to make same conform to new instructions issued by the Treasury Department under date of April 17, 1916, which permit duplicate checks to be issued for lost checks at the expiration of thirty days rrom the date of the original check, instead of ninety days or six months, as was formerly the rule. A memorandum from the Solicitor, dated May 31, 1916, is attached, in which he expresses the opinion that the proposed amendment is in proper form and authorized by law.

Very respectfully,

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON

U. S. DEP'T OF AGRICULTURE
MAY 31 1916
BUREAU OF CROP ESTIMATES

MAY 31 1916

Chairman,
Advisory Committee on Finance
and Business Methods.

Reference is made to your memorandum dated May 22, 1916.

You enclose a copy of new instructions issued by the Treasury Department, dated April 17, 1916, which permit duplicate checks to be issued for lost checks at the expiration of thirty days from the date of the original check, instead of after ninety days or six months as was formerly the rule. You also submit a proposed amendment to Paragraph 97 of the Fiscal Regulations of this Department, which is necessary in view of the new instructions, and state:

> The only changes recommended are the substitution of the words '30 days' in lieu of 'six months'; the omission of the words 'if more than $50, or 90 days in case of checks of $50 or less; and the insertion of the word 'until' in the last clause of the last sentence, making the same read 'and until the party of interest has been advised', etc.

The paragraph with the proposed amendment is as follows:

MEMORANDUM NO.
(Amendment to the Fiscal Regulations)

Paragraph 97 of the Fiscal Regulations is hereby amended to read:

> Immediately upon the loss of a check the owner should notify the disbursing clerk, or other fiscal agent, of the Department in writing, giving, if possible the date, the number, and the amount of the check, in order that payment may be stopped immediately by that officer. He should then make every effort to trace the check through postal and other channels,

> which action, with the result thereof, should be made the subject of a supplementary report to the disbursing clerk or fiscal agent. In case the check is not found when the second report is made, the party of interest will receive from the Department a blank bond of indemnity for execution and return with an accompanying affidavit setting forth the circumstances attending the loss of the check. After the expiration of 30 days from the date of the original check a duplicate will be issued. In case a check reported lost is subsequently found, no attempt should be made to cash the same until the disbursing clerk, or other fiscal agent to whom notice of loss has been given, has been notified and until the party of interest has been advised that necessary action has been taken to remove the stoppage of payment.

You request an opinion from this office whether the proposed amendment is in proper legal form.

Section 3646 Revised Statutes, as amended and reenacted by Acts of February 23, 1909, and March 21, 1915, as cited in the Treasury Department's instructions above referred to, provides:

> Whenever any original check is lost, stolen, or destroyed, disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check, under such regulations in regard to its issue and payment, and upon the execution of such bond, with sureties, to indemnify the United States, and proof of loss of original check, as the Secretary of the Treasury shall prescribe. * * *

The proposed change seems to be for the purpose of making the regulations of this Department conform to those of the Treasury Department promulgated under the above law.

In the opinion of this office the proposed amendment is in proper form and authorized by law.

Frank G. Coffey

Solicitor.

U. S. Department of Agriculture,
Division of Accounts and Disbursements,

Washington, D. C., May 19, 1916

Dear Mr. Estabrook:

I suggest an amendment to paragraph 97 of the fiscal regulations as per attached paper. This amendment has been made necessary by the revised regulations issued by the Treasury Department, under date of April 14, 1916, form 1343, a copy of which is herewith. While it is important, it may be that you will desire to hold it until you have something else to go out.

Respectfully,

A Zappone

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY, DIVISION OF
PUBLIC MONEYS.
Form 1343.—Ed. 10,000—F. C., Apr. 17-16.

INSTRUCTIONS CONCERNING DUPLICATE CHECKS.

REVISED STATUTES OF THE UNITED STATES.

SECTION 3646 (as amended and reenacted by acts of February 23, 1909, and March 21, 1916). Whenever any original check is lost, stolen, or destroyed disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check, under such regulations in regard to its issue and payment, and upon the execution of such bond, with sureties, to indemnify the United States, and proof of loss of original check, as the Secretary of the Treasury shall prescribe. * * *

SEC. 3647. In case the disbursing officer or agent, by whom such lost, destroyed, or stolen original check was issued, is dead, or no longer in the Service of the United States, it shall be the duty of the proper accounting officer, under such regulations as the Secretary of the Treasury shall prescribe, to state an account in favor of the owner of such original check for the amount thereof, and to charge such amount to the account of such officer or agent. * * *

TREASURY DEPARTMENT,

Washington, D. C., April 14, 1916.

By virtue of the authority conferred on me by the preceding sections of the Revised Statutes of the United States, the following regulations relative to duplicate checks of United States disbursing officers and agents are prescribed and promulgated:

1. Immediately upon the loss of a check, the owner, to better protect his interest, should, in writing, notify the office or bank on which it was drawn of the fact of such loss, stating the name of the disbursing officer or agent by whom it was drawn, describing the check—giving, if possible, its date, number, and amount—and requesting that payment of the same be stopped.

2. In order to procure the issue of a duplicate check, the party in interest must furnish the disbursing officer or agent who issued the original check with an affidavit giving the name and residence of the applicant in full, describing the check and its indorsements, showing his interest therein, detailing the circumstances attending its loss, and what action, if any, he has taken to stop payment thereon. The affidavit must be made and signed before an officer authorized to administer oaths generally, and he must certify that he administered the oath. (See last page of this form.)

3. He must also furnish to the same officer or agent a bond executed on the accompanying form, which will be furnished to any disbursing officer or agent applying therefor. (See page 3 for form of bond and page 2 for instructions for its execution.)

4. The affidavit and the bond, when executed, are to be indorsed by the officer or agent as having been submitted to him, and as being the proof and security upon which he has acted.

After the expiration of thirty days from the date of the original check the officer or agent will issue a duplicate, which must be an exact transcript of the original, especial care being taken that the number and date correspond with those of the original.

The affidavit, bond, and duplicate check he will, without delay, forward to the Secretary of the Treasury, who, upon their receipt, will advise the office or bank on which the check was drawn that an application for a duplicate is pending, and the office or bank will immediately inform the Secretary whether a request has been made to stop payment of the original, and whether such original has been presented or paid, and if not paid, a caveat will be entered, and payment will thereupon be stopped.

5. If the information obtained is satisfactory to the Secretary of the Treasury, and he approves of the issue of the duplicate and of the accompanying bond, he will certify such approval in writing, on the papers as well as on the duplicate check.

6. Any duplicate check issued in pursuance of these instructions, bearing such approval of the Secretary of the Treasury, may, if properly indorsed, be paid subject to the same rules and regulations as apply to the payment of original checks; but no duplicate shall be paid if the original has already been paid.

7. In case of the loss of a check issued by a United States disbursing officer or agent who is dead or no longer in the service of the United States, the affidavit and bond required to be furnished by the owner of said check to an officer or agent in the service of the United States, prior to the issue of a duplicate check, should be forwarded to the Secretary of the Treasury, who will refer them to the proper accounting officer for examination and the statement of an account in favor of the owner of said check, as provided for in section 3647.

8. Whenever such an account shall have been stated, and an officer or agent charged with the amount of said lost check, the accounting officer will notify the Secretary of the Treasury, in order that the amount of the check, if remaining to the credit of the officer or agent in any United States depositary, may be repaid into the Treasury and carried to his credit and to the credit of the proper appropriation.

This supersedes Department regulations and directions, Form 1343, dated September 15, 1913, relative to the issuance of duplicate checks.

BYRON R. NEWTON,
Acting Secretary of the Treasury.

2—6931

INSTRUCTIONS FOR EXECUTION OF BOND.

1. The Christian names must be written in the body of the bond in full, and so signed to the bond.

2. Each signature must be made in the presence of two persons, who must sign their names as witnesses.

3. The penalty of the bond should be in multiples of five dollars, and at least equal to the amount of the lost check plus 10 per centum; but no bond will be accepted in an amount less than $50 unless the amount of the lost check is less than $10, in which case a bond of $10 with one satisfactory individual surety may be accepted.

4. Either a United States judge, commissioner, district attorney, marshal, collector of internal revenue, collector, naval officer, or surveyor of the customs, assistant treasurer of the United States, president or cashier of a national bank under his proper official designation and seal, a notary public, under his seal, a postmaster, or a clerk of a court of record, under the seal of the court, or a commissioned officer of the Army or Navy of the United States, or a member of the Philippine Commission, must certify that the sureties are sufficient to pay the penalty of the bond.

5. The sureties to this bond must be two in number, if individuals, or a corporate surety authorized by the Secretary of the Treasury under the Act of August 13, 1894, as amended by the Act of March 23, 1910, to act as surety on bonds to the United States. Individual sureties must be citizens and residents of the United States except that when a bond is executed in United States territory outside of the continental limits of the United States and citizens and residents of the United States can not be obtained as sureties, and such fact is certified by the officer certifying to the sufficiency of the sureties to the bond, individuals not citizens and residents of the United States may be accepted as sureties. When a surety is a woman, it should appear affirmatively that she is single, as a married woman will not be accepted as surety. In cases where the payee or party in interest is not a citizen of the United States, the bond may be acknowledged by the principal before a United States minister, chargé, consul, vice consul, or commerical agent. The official seal, where there is one, should in all cases be affixed; and where there is none this fact should be made known and attested.

6. An ink scroll or paper or wax seal must be affixed to each signature.

7. *Corporation as principal.*—If a corporation is the principal, the blank in the first and second lines of the bond must be filled thus: "The ——— (giving name of corporation), by ——— (an officer duly authorized by resolution of the board of directors)." The bond must be signed for the corporation by the proper officer thus: "The ——— (giving name of corporation), by ——— (the authorized officer)," and the seal of the corporation must be affixed; a copy of the resolution of the board of directors showing authority for the officer to execute the bond on behalf of the corporation, certified to be correct by the secretary of the board (who, for this purpose, must be some other officer than the officer authorized to execute the bond), under the seal of the corporation, must be returned with the bond, and must show whether the action was taken at a regular or special meeting of the board; if the latter, that all the directors were notified of the time and place of meeting, and that a quorum was present.

Unincorporated companies, etc., as principal.—Where an unincorporated company, society, lodge, or association is the principal a copy of a resolution of the proper authorities, under seal (if there be one), authorizing an officer or officers to execute the bond, must be attached thereto. If the company have no seal, the resolution should be certified as correct by a notary public or other competent officer under his seal.

Miscellaneous.—If the party in interest is an individual doing business under a company title, he must make affidavit that he is the sole owner of the business, and execute the bond individually as sole owner of the company named. Where a copartnership is doing business under a company title, an affidavit of at least two members will be required, naming the member who is authorized to execute the bond. If a firm is the party in interest, the names of the individual members should be inserted as the principals of the bond thus: "John Jones and James Smith, composing the firm of Jones & Smith," and the bond should be signed by each of them. In case the principal on the bond is the same as the payee of the original check, evidence of authority to execute the bond need not be filed.

SAMPLE BOND.

The following is the manner in which the bond on opposite page shall be filled up and executed; the parts printed in *italics* being the parts to be filled in, which will be varied as the facts of the case may require:

KNOW ALL MEN BY THESE PRESENTS, That we, *John Samuel Doe, of New York, N. Y.*, as principal, and *Richard B. Roe, of Brooklyn, N. Y.*, and *David Dove, of Elizabeth, N. J.*, as sureties, are held and firmly bound unto the United States of America in the sum of *five hundred and fifty* (*550*) dollars, lawful money, to be paid to the said United States of America or their agents or assigns; to which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

SEALED with our seals, and dated this *twenty-fifth* day of *January*, in the year of our Lord one thousand nine hundred and *sixteen*.

WHEREAS Check No. *93265*, dated December 5, 1915, drawn by *John R. Brown, Captain and Quartermaster, U. S. A.*, on *the Treasurer of the United States* to the order of *William House*, for the sum of *five hundred* (*500*) dollars, in payment of *account for Forage*, has not been paid by the United States, but has been lost under the circumstances set forth in the following affidavit and a duplicate requested to be issued;

AND WHEREAS the regulations of the Treasury Department of the United States require the party thus situated to give bond to the United States with sureties to indemnify the United States, before a duplicate will be issued or any payment be made on account thereof; and the Secretary of the Treasury will certify that a duplicate of the aforesaid check should be paid in consideration of the premises and of the execution of this bond;

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the above-bounden obligors, their heirs, executors, administrators, successors and assigns, or any of them, shall and do well and truly pay, or cause to be paid, on demand, unto any person who shall establish a valid adverse claim to the above-described original check, the full value thereof, with interest until paid, together with all legal costs to which said person may have been subjected in establishing such claim; or shall pay to the United States of America or their agents or assigns, in lawful money, any sum which shall be erroneously paid, or which shall be ascertained to have been erroneously paid, to the order of said original payee in consequence of the application for a duplicate of said original check, together with all legal costs, and interest on said sum until paid, without any defalcation or delay, then this obligation to be void; otherwise to be and remain in full force and virtue.

The above-bounden principal hereby consents and expressly agrees to furnish a new bond of indemnity with satisfactory surety (or sureties) whenever hereafter the surety on this obligation, for any reason, in the opinon of the Secretary of the Treasury, does not afford the United States sufficient protection and security.

WITNESSES:

As to John Samuel Doe:
WILLIAM WOOD.
ROBERT SMITH.

As to Richard B. Roe:
HENRY MORGAN.
JOHN SMILES.

As to David Dove:
JAMES MARKS.
HENRY JOHNSON.

Or witnesses as to all:
WILLIAM WOOD.
ROBERT SMITH.

JOHN SAMUEL DOE. [L. S.]

RICHARD B. ROE. [L. S.]

DAVID DOVE. [L. S.]

I CERTIFY that the sureties named in and who executed the above bond are * *personally* well known to me, and are sufficient for the penalty thereof.

JOHN MOORE,
Collector Int. Rev., 32d Dist., N. Y.

* Or by *reputation*, as the case may be.

BOND OF INDEMNITY FOR THE ISSUE OF DUPLICATE CHECK.

KNOW ALL MEN BY THESE PRESENTS, THAT WE, _____

_____

of _____ State of _____
(Post-office address.) (Street and No. if in town or city.)

as principal, and _____

of _____ State of _____
(Post-office address.) (Street and No. if in town or city.)

and _____

of _____ State of _____
(Post-office address.) (Street and No. if in town or city.)

as sureties are held and firmly bound unto the United States of America in the sum of _____

_____ dollars, lawful money, to be paid to the said United States of America, or their agents or assigns; to which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally by these presents.

SEALED with our seals, and dated this _____ day of _____ in the year of our Lord, one thousand nine hundred and _____

WHEREAS Check No. _____, dated _____

drawn by _____

on the Treasurer of the United States _____
(Make appropriate change when not so drawn.)

to the order of _____

for the sum of _____ $\frac{}{100}$ dollars,

in payment of _____ has not been paid by the United States, but has been lost, under the circumstances set forth in the following affidavit, and a duplicate requested to be issued:

AND WHEREAS the Regulations of the Treasury Department of the United States require the party thus situated to give bond to the United States, with sureties to indemnify the United States, before a duplicate will be issued or any payment be made on account thereof; and the Secretary of the Treasury will certify that a duplicate of the aforesaid check should be paid in consideration of the premises and of the execution of this bond:

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the above-bounden obligors, their heirs, executors, administrators, successors, and assigns, or any of them, shall and do well and truly pay, or cause to be paid, on demand, unto any person who shall establish a valid adverse claim to the above-described original check the full value thereof, with interest until paid, together with all legal costs to which said person may have been subjected in establishing such claim; or shall pay to the United States of America, or their agents or assigns, in lawful money, any sum which shall be erroneously paid, or which shall be ascertained to have been erroneously paid, to the order of said original payee in consequence of the application for a duplicate of said original check, together with all legal costs and interest on said sum until paid, without any defalcation or delay, then this obligation to be void; otherwise, to be and remain in full force and virtue.

The above-bounden principal hereby consents and expressly agrees to furnish a new bond of indemnity with satisfactory surety (or sureties) whenever hereafter the surety on this obligation, for any reason, in the opinion of the Secretary of the Treasury, does not afford the United States sufficient protection and security.

(See paragraphs 1 and 5 of Instructions on opposite page.)

Two witnesses (with address) to each signature:

_____ _____ [L. S.]

_____

_____ _____ [L. S.]

_____

_____ _____ [L. S.]

_____

_____

_____

_____

_____

_____

_____

_____

_____

(See paragraph 6 of Instructions on opposite page.)

I CERTIFY that the sureties named in and who executed the above bond are _____ well known to me, and are sufficient for the penalty thereof.

_____

_____

(See paragraph 4 of Instructions on opposite page.)

No. .....

BOND OF INDEMNITY.

and sureties to the United States.

Check No. ..... *drawn by* .....

..... *on the Treasurer of the United States* .....

(Make appropriate change when not so drawn.)

..... *on the* .....

..... *day of* ....., *191* , *payable* .....

to the order of .....

..... *for the sum of* $.....

Duplicate issued on the within Bond and affidavit hereto attached ....., *191* . .....

.....

..... ***

(Official disbursing title.)

.....

(Address.)

OFFICE OF THE SECRETARY OF THE TREASURY.

....., *191*

Approved and duplicate check certified, payable to .....

.....

.....

Secretary.

By .....

Chief, Division of Public Moneys.

* The disbursing officer will fill up and sign the above brief, and give his official disbursing title and address.

AFFIDAVIT.

(Read carefully paragraph 2 of Regulations before executing.)

STATE OF .....
COUNTY OF ..... } *ss:*

Personally appeared before me, the undersigned, a.....

in and for said County and State,.....

(Name of affiant.)

of.....

(Post-office address.) (Street and No. if in town or city.)

County of....., State of....., who, after being duly sworn, deposes and says in relation to the check described in the foregoing bond, as follows:

.....

(Signature of affiant.)

Sworn to and subscribed before me this.....day of....., 191

[SEAL] *.....

.....

(Official character.)

* This affidavit must be executed before an officer authorized to administer oaths *generally*.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

July 6, 1916.

MEMORANDUM NO.172.

Appointment of Advisory Committee on
Live Stock Sanitary Affairs.

In order that there may be available to the Secretary of Agriculture the cumulative advice and counsel of the Department's representatives of veterinary science, dairying, and animal husbandry regarding the control and eradication of animal diseases, the following committee, which will be known as the Advisory Committee on Live Stock Sanitary Affairs, is hereby appointed:

Dr. A. D. Melvin, Chief of the Bureau of Animal Industry, Chairman,
Mr. Geo. M. Rommel, Chief, Animal Husbandry Division, Bureau of Animal Industry,
Mr. B. H. Rawl, Chief, Dairy Division, Bureau of Animal Industry,
Dr. R. A. Ramsay, Chief, Field Inspection Division, Bureau of Animal Industry,
Dr. R. W. Hickman, Chief, Quarantine Division, Bureau of Animal Industry.

The committee will meet on the call of the chairman. In his absence, Dr. John R. Mohler will serve as acting chairman.

The committee will act in an advisory capacity on all live stock sanitary questions and will consider such matters as may be referred to it by the chairman or by the Secretary. Also on its own

initiative it will consider related questions, suggest means for the control and eradication of animal diseases, and recommend such measures as seem best suited for live stock sanitary control work and for the general welfare of the animal industry.

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 6, 1916.

Memorandum No.

Appointment of Advisory Committee on Live Stock Sanitary Affairs.

In order that this office may have the cumulative advice and counsel of the Department's representatives of veterinary science, dairying, and animal husbandry, regarding the control and eradication of animal diseases, the following committee, which will be known as the Advisory Committee on Live Stock Sanitary Affairs, is hereby appointed:

Dr. A. D. Melvin, Chairman,
Mr. Geo. M. Rommel,
Mr. B. H. Rawl,
Dr. R. A. Ramsay,
Dr. R. W. Hickman.

In the absence of the Chairman, Dr. John R. Mohler will serve as acting Chairman of the committee.

This committee will act in an advisory capacity on all live stock sanitary ~~affairs, by suggesting~~ questions. It will suggest means for the control and eradication of animal diseases, and recommend~~ing~~ such measures as ~~are~~ seem best suited for live stock sanitary control work, and for the general welfare of the animal industry.

Secretary.

July 6, 1916.

Memorandum No.

Appointment of Advisory Committee on Live Stock Sanitary Affairs.

In order that this office may have the cumulative advice and counsel of the Department's representatives of veterinary science, dairying and animal husbandry, regarding the control and eradication of animal diseases, the following committee, which will be known as the Advisory Committee on Live Stock Sanitary Affairs, is appointed:

Dr. A. D. Melvin, Chairman,
Dr. Geo. . Hoxmel,
Dr. B. H. Ravl,
Dr. K. A. Ramsay,
Dr. M. M. Fickman.

In the absence of the Chairman, Dr. John R. Mohler will serve as Chairman of the committee.

This committee will act in an advisory capacity on all live stock sanitary affairs, by suggesting means for the control and eradication of animal diseases, and recommending such measures as are best suited for live stock sanitary control work, and for the general welfare of the animal industry.

Secretary.

July 6, 1916.

Memorandum No.

Appointment of Advisory Committee on Live Stock Sanitary Affairs.

Pursuant to that this office may have the specialized advice and assistance of the Department's representatives of veterinary science, dairying and animal husbandry, regarding the control and eradication of certain diseases, the following committee, which will be known as the Advisory Committee on Live Stock Sanitary Affairs, is appointed:

Dr. E. C. Schroeder, Chairman.
Mr. Geo. H. Hammond.
Mr. B. H. Rawl.
Dr. R. A. Ramsey.
Dr. W. D. Stallman.

Dr. E. C. Schroeder, Chairman, Dr. John R. Mohler will serve as Chairman of the committee.

This committee will act in an advisory capacity on all live stock sanitary affairs, by suggesting means for the control and eradication of animal diseases, and recommending such measures as are best suited for this live stock sanitary control work, and for the general welfare of the animal industry.

Secretary.

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WASHINGTON

July 25, 1916.

MEMORANDUM NO.173.

Appointment of Member of Board of Survey.

Capt. C. B. Lower, Chief of Supply Division, Office of the Secretary, is hereby designated a member of the Board of Survey of the Department of Agriculture.

The full Board is now as follows:

A. A. Ormsby, Assistant Chief Clerk of the Department, Chairman.

F. E. Meloy, Property Clerk, Bureau of Plant Industry.

J. R. Cohran, Assistant Chief Clerk, Bureau of Animal Industry.

Stuart A. Postle, Property Clerk, Bureau of Chemistry.

Capt. C. B. Lower, Chief of Supply Division, Office of the Secretary.

C. L. Marvin

Acting Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

August 16, 1916.

MEMORANDUM NO. 174.

Regarding Committee on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
Alex. McC. Ashley (vice James R. Williams)
H. F. Fitts

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman
Charles W. Boyle (vice W. C. Henderson)
Fred Lees

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman
L. A. Moorhouse
F. H. Branch (vice H. M. Dixon)

WEATHER BUREAU

E. B. Calvert, Chairman
William R. Blair (vice Edward C. Easton)
Benjamin A. Blundon
Joseph U. Monroe
J. Warren Smith (vice D. T. Maring)

BUREAU OF ANIMAL INDUSTRY

John R. Mohler, Chairman
C. C. Carroll (vice A. M. Farrington)
A. J. Pistor

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman
W. W. Stockberger (vice J. W. T. Duvel)
L. C. Corbett

FOREST SERVICE

A. F. Potter, Chairman
George G. Anderson (vice D. D. Bronson)
E. E. Carter

BUREAU OF CHEMISTRY

R. L. Emerson, Chairman
F. B. Linton (vice Stuart Postle)
C. O. Johns

BUREAU OF SOILS

A. G. Rice, Chairman
C. A. Wolfe (vice Chas. A. Drake)
G. W. Baumann

BUREAU OF ENTOMOLOGY

C. L. Marlatt, Chairman
E. F. Phillips (vice E. B. O'Leary)
F. H. Chittenden

BUREAU OF BIOLOGICAL SURVEY

E. W. Nelson, Chairman
E. J. Thompson (vice W. F. Bancroft)
E. A. Preble

DIVISION OF ACCOUNTS AND DISBURSEMENTS

W. J. Nevius, Chairman
E. D. Yerby

DIVISION OF PUBLICATIONS

Jos. A. Arnold, Chairman
B. D. Stallings (vice Chas. H. Greathouse)
F. J. P. Cleary

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman
S. A. Jones (vice Edward Crane)
Nat. C. Murray

LIBRARY

Miss C. R. Barnett, Chairman (Vice Miss E. B. Hawks)
Miss H. M. Thompson (vice Miss K. G. Upton)
Miss E. B. Hawks (vice Miss C. R. Barnett)

STATES RELATIONS SERVICE

W. H. Beal, Chairman
W. A. Lloyd (vice L. A. Clinton)
E. V. Wilcox
W. B. Mercier

OFFICE OF PUBLIC ROADS AND RURAL ENGINEERING.

Logan W. Page, Chairman
T. Warren Allen (vice S. H. McCrory)
P. Hubbard

OFFICE OF MARKETS AND RURAL ORGANIZATION

G. C. White, Chairman
Louis D. Hall (vice W. R. Meadows)
O. J. Field

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. G. Shibley (vice J. L. Monarch)
C. C. McDonnell

FEDERAL HORTICULTURAL BOARD

Geo. B. Sudworth, Chairman
W. A. Orton (vice Karl F. Kellerman)

D. F. Houston
Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

September 15, 1916.

MEMORANDUM NO. 175.
(Superseding Memorandum No. 173.)

Appointment of Member of Board of Survey.

Mr. F. C. More, Assistant Chief Clerk, is hereby appointed a member of the Board of Survey of the Department of Agriculture and designated chairman thereof.

The present personnel of the Board is as follows:

F. C. More, Assistant Chief Clerk, Office of the Secretary, Chairman.
F. E. Meloy, Property Clerk, Bureau of Plant Industry.
J. R. Cohran, Assistant Chief Clerk, Bureau of Animal Industry.
Stuart A. Postle, Property Clerk, Bureau of Chemistry.
Capt. C. B. Lower, Chief of Supply Division, Office of the Secretary.

D. F. Houston,
Secretary.

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U.S. DEPARTMENT OF AGRICULTURE

DEPARTMENT OF AGRICULTURE
WASHINGTON

September 15, 1916.

MEMORANDUM NO. 176.
(Superseding Memorandum No. 42.)

Appointment of Member of Committee on Buildings.

Mr. J. R. Gill, Mechanical Superintendent, is hereby appointed a member of the Committee on Buildings of the Department of Agriculture.

The present personnel of the Committee is as follows:

R. M. Reese, Chief Clerk of Department, Chairman.

L. M. Estabrook, Chief, Bureau of Crop Estimates.

James E. Jones, Chief Clerk, Bureau of Plant Industry.

J. R. Gill, Mechanical Superintendent.

D. F. Houston
Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

September 22, 1916.

MEMORANDUM NO. 177.

Warning against Activity in Politics by Officers and Employees of the Department of Agriculture.

TO OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE:

Attention is invited to the forms of activity in politics which have been held to be forbidden under the rules of the Civil Service Commission. All officers and employees of the Department of Agriculture are enjoined to adhere strictly to the rules of the Civil Service Commission and the laws applicable to this subject, which are indicated below:

1. Political Activity.

Rule I, section 1, of the civil-service rules reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no

active part in the political management or in political campaigns.

(1) The first sentence of the rule applies to all persons in the executive civil service, irrespective of the method of appointment. Presidential appointees are forbidden by statute to use their official authority or influence to coerce the political action of any person or body, to make any contribution for a political object to any other officer of the United States, or to solicit or receive contributions for political purposes or to discriminate among their employees or applicants for political reasons. Otherwise a Presidential appointee will be allowed to take such a part in political campaigns as is taken by any private citizen, except that he will not be permitted --

1. To hold a position as a member or officer of any political committee that solicits funds.
2. To display such obstrusive partisanship as to cause public scandal.
3. To attempt to manipulate party primaries or conventions.
4. To use his position to bring about his selection as delegate to conventions.
5. To act as chairman of a political convention.
6. To assume the active conduct of a political campaign.
7. To use his position to interfere with an election or to affect the result thereof.
8. To neglect his public duties.

The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers. The

following are some of the forms of activity which have been held to be forbidden to this class of employees:

Service on political committees; service as delegate to county, State, or district conventions of a political party: service as officer, representative, or delegate of a political club, or as chairman of a political meeting; activity at the polls on election day; publication of political articles bearing on the qualifications of different candidates; the publication or editing of a newspaper in the interests of a political party; the distribution of political literature; making speeches before political meetings or political clubs: circulation of petitions having a political object; service as inspector of elections, ballot clerk, ballot inspector, judge of election, or member of election board; candidacy for or holding of elective office. (See circular of U. S. Civil Service Commission giving information concerning political activity, issue of May, 1916). It is not to be assumed that other forms of political activity are permissible because they are not mentioned.

2. Political Assessments or Contributions.

The civil-service act provides that "no person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and X X X he will not be removed or otherwise prejudiced for refusing to do so." Section

118 of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving, any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and Section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or on other Federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision the Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties, is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections mentioned above shall be fined not more than $5,000, or imprisoned not more than three years, or both.

While persons not in the competitive classified service are not

subject to the prohibitions of section 1 of Rule 1, the statutes concerning the solicitation or receipt by one officer or employee of political contributions from another officer or employee apply with equal force to all who serve the United States, whether classified or unclassified. By thus serving in the capacity of treasurer of a political club any officer or employee receiving from another officer or employee who is a member of the club any fees or dues or other contribution for a political purpose thereby renders himself liable to prosecution for violation of Section 118 of the Criminal Code of the United States, and the member so paying him such fees or dues or other contribution for a political purpose violates Section 121 of the Criminal Code.

D. F. Austin

Secretary.

September 21, 1916.

~~SECRETARY'S~~ MEMORANDUM NO. ____

Warning against Activity in Politics by Officers and Employees of the Department of Agriculture.

TO OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE:

Attention is invited to the forms of activity in politics which have been held to be forbidden under the rules of the Civil Service Commission. All officers and employees of the Department of Agriculture are enjoined to adhere strictly to the ~~laws and~~ rules of the Civil Service Commission and the laws applicable to this subject, which are indicated below;

WARNING AGAINST ACTIVITY IN POLITICS BY FEDERAL OFFICERS AND EMPLOYEES.

1. Political Activity.

Rule I, section 1, of the civil-service rules reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

(1) The first sentence of the rule applies to all persons in the executive civil service, irrespective of the method of appointment. Presidential appointees are forbidden by statute to use their official authority or influence to coerce the political action of any person or body, to make any contribution for a political object to any other officer of the United States, or to solicit or receive contributions for political purposes or to discriminate among their employees or applicants for political reasons. Otherwise a Presidential appointee will be allowed to take such a part in political campaigns as is taken by any private citizen, except that he will not be permitted --

1. To hold a position as a member or officer of any political committee that solicits funds.
2. To display such obstrusive partisanship as to cause public scandal.
3. To attempt to manipulate party primaries or conventions.
4. To use his position to bring about his selection as delegate to conventions.
5. To act as chairman of a political convention.
6. To assume the active conduct of a political campaign.
7. To use his position to interfere with an election or to affect the result thereof.
8. To neglect his public duties.

vote against, except that he will not be permitted —

committee that soliciting funds.

The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers. The following are some of the forms of activity which have been held to be forbidden to this class of employees:

Service on political committees; service as delegate to county, State, or district conventions of a political party; service as officer representative, or delegate of a political club, or as chairman of a political meeting; activity at the polls on election day; publication of political articles bearing on qualifications of different candidates; the publication or editing of a newspaper in the interests of a political party; the distribution of political literature; making speeches before political meetings or political clubs; circulation of petitions having a political object; service as inspector of elections, ballot clerk, ballot inspector, judge of election, or member of election board; candidacy for or holding of elective office. (See circular of U. S. Civil Service Commission giving information concerning political activity, issue of May, 1916). It is not to be assumed that other forms of political activity are permissible because they are not mentioned.

2. Political Assessments or Contributions.

The civil-service act provides that "no person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." Section 118

of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and Section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or on other Federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision the Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties, is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections mentioned above shall be fined not more than $5,000, or imprisoned not more than three years, or both.

While persons not in the competitive classified service are not subject to the prohibitions of section 1 of Rule I, the statutes concerning the solicitation or receipt by one officer or employee of political

General Order No. 142.

DEPARTMENT OF AGRICULTURE,
October 1, 1910.

To the Officers and Employees of the Department of Agriculture:

Your attention is respectfully invited to the following rules and regulations of the Civil Service Commission pertaining to political assessments and partisan political activity of officeholders, and all employees of this Department are enjoined to strictly adhere thereto:

1. POLITICAL ACTIVITY.

Rule I, section 1, of the Civil Service Rules reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The first sentence of the rule applies to every person in the executive civil service, irrespective of the method of his appointment. The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers.

The following forms of activity have been held to be forbidden by this provision:

Service on political committees; service as delegates to State, county, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions or otherwise violate the civil-service rules;" service as officer of a political club, as chairman of a political meeting, or as secretary of an antisaloon league; continued political activity and leadership; activity at the polls on election day; the publication or editing of a newspaper in the interests of a political party; the publication of political articles bearing on qualifications of different candidates; the distribution of political literature; holding office in a club which takes an active part in political campaigns or management; making speeches before political meetings or clubs; activity in local-option campaigns; circulation of petitions having a political object, of petitions proposing amendments to municipal charter, of petitions favoring candidates for municipal offices, and of local-option petitions; candidacy for or holding of elective office; accepting nomination for political office with the intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; service as inspector of election, ballot clerk, ballot inspector, judge of election, or member of election board; or generally any form of activity in political management or political campaigns, though not specifically mentioned above.

Inasmuch as the issuance of a certificate for reinstatement is discretionary with the Civil Service Commission, no certificate will be issued in any case where the party applying for reinstatement has previously resigned with a view of running for office, or with a view of indulging in a degree of political activity which would be prohibited if he had remained in the service, and who afterwards, having failed in his candidacy or having indulged in the contemplated activity, seeks reinstatement.

2. POLITICAL ASSESSMENTS OR CONTRIBUTIONS.

The Civil Service Act provides that "no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." Section 118 of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and Section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or on other Federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision, the United States Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties, is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections above mentioned shall be fined not more than $5,000, or imprisoned not more than three years, or both.

It is the duty of the Civil Service Commission to see that the Civil Service Act and Rules and the above-mentioned sections of the Criminal Code, which were originally enacted as a part of the Civil Service Act, are strictly enforced, and it will employ every legitimate and available means to secure the prosecution and punishment of persons who may violate them. The Commission requests any person having knowledge of any such violation to lay the facts before it that it may at once take action thereon.

James Wilson

Secretary.

United States
Civil Service Commission,
Washington, D. C.

CWC-EL

September 27, 1910.

The Honorable

The Secretary of Agriculture.

Sir:

Following the practice which has been observed on the eve of previous political campaigns, the Commission has the honor to request that you have printed and conspicuously posted in all the offices of your Department a circular of warning against political activity and illegal collection or payment of political assessments. There is inclosed herewith for your consideration a draft of such a warning which includes a list of numerous forms of activity in politics which have been held to be forbidden by Rule I of the Civil Service Rules. The Commission believes that if the attention of all officers and employees is called to the matter as contemplated it will be of assistance in preventing the violation of those provisions of the rules which deal with the subject mentioned. It would be appreciated by the Commission if, in promulgating this warning, the Department will add its own caution against such violation and will express its intention to cooperate with the Commission in punishing those who fail to obey the law and rules.

The Commission will be pleased to be advised as to

the action taken in the matter and to receive a copy of such departmental order or warning as may be promulgated.

By direction of the Commission:

Very respectfully,

Acting President.

ANSWERED

OCT 5 - 1910

Genl. Order #142
Oct. 1/10.
(not printed).

1910

FROM

U. S. Civil Service Commission,

Dated September 27, 1910.

DEPARTMENTAL

Inclosing a draft in the nature of a warning against political activity among employees.

WARNING AGAINST ACTIVITY IN POLITICS
BY FEDERAL OFFICERS AND EMPLOYEES.

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1. Political Activity.

Rule I, section 1, of the civil service rules, reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The first sentence of the rule applies to every person in the executive civil service, irrespective of the method of his appointment. The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers.

The following forms of activity have been held to be forbidden by this provision:

Service on political committees; service as delegates to state, county or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions or otherwise violate the civil-service rules;" service as officer of a political club, as chairman of a political meeting, or as secretary of an antisaloon league; continued

1. Political Activity.

Rule 1, section 1, of the civil service rules, reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, shall retain the right to vote and to express their opinion on all political subjects, but shall take no active part in political management or in political campaigns.

The first sentence of the rule applies to every person in the executive civil service, irrespective of the method of appointment. The second sentence of the rule applies to all persons who are paid in whole or in part by salaries, whether the appointment be permanent or temporary in character, and by contractual action has also generally been made applicable to laborers in the service.

The following cases of activity have been held to be violations in this connection:

Serving as political committeemen; serving as delegates to state, county or district conventions of a political party; addressing it was reported that the employees were not by law or use political activity is going to "Good Government" plans to promote vigilance by civil-service reform" "serving as officers of a political club, as chairman of a political meeting, as an appointee of an advisory income; continued

political activity and leadership; activity at the polls on election day; the publication or editing of a newspaper in the interests of a political party; the publication of political articles bearing on qualification of different candidates; the distribution of political literature; holding office in a club which takes an active part in political campaigns or management; making speeches before political meetings or culbs; activity in local option campaigns; circulation of petitions having a political object, of petitions proposing amendments to municipal charter, of petitions favoring candidates for municipal offices, and of local option petitions; candidacy for or holding of elective office; accepting nomination for political office with the intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; service as inspector of election, ballot clerk, ballot inspector, judge of election, member of election board; or generally any form of activity in political management or political campaigns, though not specifically mentioned above.

Inasmuch as the issuance of a certificate for reinstatement is discretionary with the Civil Service Commission, no certificate will be issued in any case where the party applying for

political activity and leadership; specifically at the polls on election day; the publication or posting of a declaration in the interests of a political party; the publication of political articles bearing on qualifications of different candidates; the circulation of political literature; holding office in a civic union to active part in political campaigns or movements; making speeches before political meetings or rallies; actively in local civic campaigns; attempting to persuade further a political object, or politics regarding candidates in municipal matters, or parties favoring candidates for municipal offices, and if local option matters; canvassing for or against a elective office; accepting nomination for political office with the intention of resigning from the competitive service if elected; representation by clerks and serviceman of a party to be postponed; acting as a representative of electors in a municipal ward; if men matters that a commissioner of elections must be an active politician; serving as inspector of elections, helper clerk, Ballot inspector, judge of elections, member of election board; or generally any form of activity in political campaigns or political campaigns, though not specifically mentioned above.

Inasmuch as the language of a certificate for reinstatement is discretionary with the Civil Service Commission, it would seem with the issue in any case where the party applying for

reinstatement has previously resigned with a view of running for office, or with a view of indulging in a degree of political activity which would be prohibited if he had remained in the service, and who afterwards, having failed in his candidacy or having indulged in the contemplated activity, seeks reinstatement.

2. Political Assessments or Contributions.

The Civil Service Act provides that "no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and x x he will not be removed or otherwise prejudiced for refusing to do so". Section 118 of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and Section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or

on r Federal premises, by any person whatsoever, wheth-
er i e public service or not. In connection with
this er provision the United States Supreme Court has
held t a solicitation by letter or circular addressed
and del red by mail or otherwise to an officer or em-
ployee he United States at the office or building in
which he employed in the discharge of his official
duties, i solicitation within the meaning of the law,
the solici ion taking place where the letter was re-
ceived. ction 122 of the Criminal Code provides that
whoever shal iolate any provision of the four sections
above mention shall be fined not more than $5,000, or
imprisoned not ore than three years, or both.

It is the ty of the Civil Service Commission to
see that the Civ Service Act and Rules and the above-
mentioned sectio of the Criminal Code, which were orig-
inally enacted as part of the Civil Service Act, are
strictly enforced d it will employ every legitimate and
available means to ecure the prosecution and punishment
of persons who may volate them. The Commission requests
any person having knoledge of any such violation to lay
the facts before it that it may at once take action thereon.

U.S. Civil Service Commission

FROM
U. S. Civil Service Commission,
Dated SEP 27 1910

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

SEPTEMBER 3, 1908.

GENERAL ORDER NO. 125

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Your attention is respectfully invited to the following rules and regulations of the Civil Service Commission pertaining to political assessments and partisan political activity of office-holders, and all employees of this Department are enjoined to strictly adhere thereto.

I. POLITICAL ACTIVITY.

ACTIVITY OF COMPETITIVE EMPLOYEES AND LABORERS FORBIDDEN.

"Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns." (Rule I, sec. 1.)

The following forms of activity have been held to be forbidden by this provision: Service on political committees; service as delegates to county, State, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions, or otherwise violate the civil-service rules;" continued political activity and leadership; the publication of a newspaper in the interests of a political party; holding office in a club which takes active part in political campaigns and management; the circulation of petitions having a political object; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; accepting nomination for a political office with intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; activity in local-option campaigns; service as inspector of election.

II. POLITICAL COERCION.

The civil-service act contains the following provisions:

"* * * no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." (Sec. 2, clause 2, par. 5.)

"* * * no person in said service has any right to use his official authority or influence to coerce the political action of any person or body." (Sec. 2, clause 2, par. 6.)

The following is a provision of the civil-service rules:

"No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof." (Rule I, sec. 1.)

III. POLITICAL ASSESSMENTS.

The following are provisions of the civil-service act:

OFFICIALS NOT TO SOLICIT OR RECEIVE POLITICAL ASSESSMENTS FROM OTHER OFFICIALS.

"* * * no Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate-elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States." (Sec. 11.)

DISCRIMINATION NOT TO BE MADE ON ACCOUNT OF POLITICAL CONTRIBUTIONS.

"* * * no officer or employee of the United States mentioned in this act shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose." (Sec. 13.)

OFFICIALS NOT TO CONTRIBUTE TO OTHER OFFICIALS FOR POLITICAL OBJECTS.

"* * * no officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator, or Member of the House of Representatives, or Territorial Delegate any money or other valuable thing on account of or to be applied to the promotion of any political object whatever." (Sec. 14.)

SOLICITATION OR RECEIPT OF POLITICAL ASSESSMENTS IN PUBLIC BUILDINGS PROHIBITED.

"* * * no person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever." (Sec. 12.)

MISDEMEANOR TO VIOLATE THE FOUR FOREGOING SECTIONS.

"* * * any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in the discretion of the court." (Sec. 15.)

SOLICITATION BY LETTER.

In the case of U. S. *v.* Edward S. Thayer, the Supreme Court, on March 9, 1908, held that solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation "in a room or building," etc., within the meaning of section 12 of the civil-service act, the solicitation taking place where the letter was received.

V. AUTHORITY OF THE COMMISSION.

It is the duty of the Commission to see that the provisions of the civil-service act and rules are strictly enforced, and it will employ every legitimate and available means to secure the prosecution and punishment of persons who may violate them. The Commission requests any person having knowledge of any such violation to lay the facts before it that it may at once take action thereupon.

The following statement indicates what the Commission believes to be its jurisdictional limitations in regard to cases of improper political activity:

First, and broadly, the Commission has authority to investigate (a) all acts of alleged improper political activity contrary to the statute of January 16, 1883, and the rules thereunder, such acts embracing, among others, those of any improper political activity upon the part of all competitive classified employees of the United States, and unclassified laborers; (b) violation of the statute in any particular, as, for instance, the provision that no person in the service of the Government shall solicit or receive political contributions in any room or building occupied by any officer or employee of the United States in the discharge of official duties; and the provision against political coercion.

Second, the Commission, upon direction of the President, investigates any other cases of alleged improper political activity, reporting to him the results of such investigations, but having no power to enforce its conclusions, that resting with the President.

Third, cases of alleged improper political activity upon the part of employees (other than unclassified laborers) outside of the competitive classified service but within the departmental or Executive civil service, as declared by Executive orders, are properly subject to the consideration of the President or the heads of Departments, independent offices, and commissions under which they serve.

The foregoing indicates the main distinction between the cases in which the Commission has jurisdiction and those in which it has not.

The Commission does not define nor describe the wrongdoing; that is done by the statutes and by competent authority.

James Wilson

Secretary.

United States Department of Agriculture,

Office of the Secretary,

WASHINGTON, D. C.

SEPTEMBER 22, 1916.

Memorandum No. 177.

WARNING AGAINST ACTIVITY IN POLITICS BY OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE.

To Officers and Employees of the Department of Agriculture:

Attention is invited to the forms of activity in politics which have been held to be forbidden under the rules of the Civil Service Commission. All officers and employees of the Department of Agriculture are enjoined to adhere strictly to the rules of the Civil Service Commission and the laws applicable to this subject, which are indicated below:

1. POLITICAL ACTIVITY.

Rule I, section 1, of the civil-service rules reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of those rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

(1) The first sentence of the rule applies to all persons in the executive civil service, irrespective of the method of appointment. Presidential appointees are forbidden by statute to use their official authority or influence to coerce the political action of any person or body, to make any contribution for a political object to any other officer of the United States, or to solicit or receive contributions for political purposes or to discriminate among their employees or applicants for political reasons. Otherwise a presidential appointee will be allowed to take such a part in political campaigns as is taken by any private citizen, except that he will not be permitted—

1. To hold a position as a member or officer of any political committee that solicits funds.
2. To display such obtrusive partisanship as to cause public scandal.
3. To attempt to manipulate party primaries or conventions.
4. To use his position to bring about his selection as delegate to conventions.
5. To act as chairman of a political convention.
6. To assume the active conduct of a political campaign.
7. To use his position to interfere with an election or to affect the result thereof.
8. To neglect his public duties.

The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers. The following are some of the forms of activity which have been held to be forbidden to this class of employees:

Service on political committees; service as delegate to county, State, or district conventions of a political party; service as officer, representative, or delegate of a political club, or as chairman of a political meeting; activity at the polls on election day; publication of political articles bearing on the qualifications of different candidates; the publication or editing of a newspaper in the interests of a political party; the distribution of political literature; making speeches before political meetings or political clubs; circulation of petitions having a political object; service as inspector of elections, ballot clerk, ballot inspector, judge of election, or member of election board; candidacy for or holding of elective office. (See circular of United States Civil Service Commission giving information concerning political activity, issue of May, 1916.) It is not to be assumed that other forms of political activity are permissible because they are not mentioned.

2. POLITICAL ASSESSMENTS OR CONTRIBUTIONS.

The civil-service act provides that "no person in the public service is for that reason under any obligation to contribute to any political fund or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." Section 118 of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or on other Federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision the Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections mentioned above shall be fined not more than $5,000 or imprisoned not more than three years, or both.

While persons not in the competitive classified service are not subject to the prohibitions of section 1 of Rule I, the statutes concerning the solicitation or receipt by one officer or employee of political contributions from another officer or employee apply with equal force to all who serve the United States, whether classified or unclassified. By thus serving in the capacity of treasurer of a political club any officer or employee receiving from another officer or employee who is a member of the club any fees or dues or other contribution for a political purpose thereby renders himself liable to prosecution for violation of section 118 of the Criminal Code of the United States, and the member so paying him such fees or dues or other contribution for a political purpose violates section 121 of the Criminal Code.

62333°—16

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY,
AND REFER TO

#615

October 3, 1916.

CHIEFS OF DISTRICTS:
CHEMISTS IN CHARGE OF LABORATORIES IN AND OUT OF WASHINGTON:
HEADS OF OFFICES:

Your attention is called to Memorandum No. 177, "Warning Against Activity in Politics by Officers and Employees of the Department of Agriculture," issued under date of September 22, 1916. The Secretary desires that this memorandum be brought to the notice of all employees. Will you please see that a copy is given to each employee working under your direction.

Respectfully,

Assistant Chief.

Enclosure:
Copies of Memorandum No. 177.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 6, 1916.

MEMORANDUM NO. 178.

Extracts from appropriation acts for 1917 (other than the Agricultural Appropriation Act), and special acts passed by the 64th Congress, which relate either directly or indirectly to the Department of Agriculture.

The attention of administrative officials of the Department is invited to the following provisions of a general nature which are included in the several acts indicated:

Urgent Deficiency Act, approved February 28, 1916. (Public No. 26).

Page 1 (Under the caption Bureau of Efficiency):

"For investigating duplication of statistical and other work in the various branches of the Government service, $1,200: Provided, That hereafter the Division of Efficiency of the Civil Service Commission shall be an independent establishment and shall be known as the Bureau of Efficiency; and the officers and employees of the said division shall be transferred to the Bureau of Efficiency without reappointment, and the records and papers pertaining to the work of the said division and the furniture, equipment, and supplies that have been purchased for it shall be transferred to the said bureau: And provided further, That the duties relating to efficiency ratings imposed upon the Civil Service Commission by section four of the legislative, executive, and judicial appropriation Act approved August twenty-third, nineteen hundred and twelve, and the duty of investigating the administrative needs of the service relating to personnel in the several executive departments and independent establishments, imposed on the Civil Service Commission by the legislative, executive, and judicial appropriation Act approved March fourth, nineteen hundred and thirteen, are transferred to the Bureau of Efficiency."

Act amending section thirty-six hundred and forty-six of the Revised Statutes of the United States as reenacted and amended by Act of February twenty-third, nineteen hundred and nine, approved March 21, 1916, (Public No. 37).

"That section thirty-six hundred and forty-six of the Revised Statutes be, and hereby is, amended to read as follows:

"'Sec. 3646. That whenever any original check is lost, stolen, or destroyed disbursing officers and agents of the United States are authorized, within three years from the date of such check to issue a duplicate check, under such regulations in regard to its issue and payment, and upon the execution of such bond, with sureties, to indemnify the United States, and proof of loss of original check, as the Secretary of the Treasury shall prescribe: Provided, That whenever any original check or warrant of the Post Office Department has been lost, stolen, or destroyed the Postmaster General may authorize the issuance of a duplicate thereof, at any time within three years from the date of such original check or warrant, upon the execution by the owner thereof of such bond of indemnity as the Postmaster General may prescribe: Provided further, That when such original check or warrant does not exceed in amount the sum of $50 and the payee or owner is, at the date of the application, an officer or employee in the service of the Post Office Department, whether by contract, designation, or appointment, the Postmaster General may, in lieu of an idemnity bond, authorize the issuance of a duplicate check or warrant upon such an affidavit as he may describe, to be made before any postmaster by the payee or owner of an original check or warrant.'"

Act prohibiting the use of the name of any Member of either House of Congress or of any officer of the Government by any person, firm, or corporation practicing before any department or office of the Government, approved April 27, 1916, (Public No. 57).

"That it shall be unlawful for any person, firm, or corporation practicing before any department or office of the Government to use the name of any Member of either House of Congress or of any officer of the Government in advertising the said business.

"Sec. 2. That this Act shall take effect three months after its date."

Legislative, Executive, and Judicial Appropriation Act, approved May 10, 1916, (Public No. 73).

Page 12 (Under the caption Executive):

"That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary."

Pages 12 and 13 (Under the caption Bureau of Efficiency):

"To enable the Bureau of Efficiency, authorized by the urgent deficiency appropriation Act approved February twenty-eighth, nineteen hundred and sixteen, to establish and maintain a system of efficiency ratings, to investigate administrative needs of the service relating to personnel in the several executive departments and independent establishments, required by the legislative, executive, and judicial appropriation Acts for the fiscal years nineteen hundred and thirteen and nineteen hundred and fourteen, respectively, and to investigate duplication of statistical and other work and methods of business in the various branches of the Government service; for purchase or exchange of equipment, supplies, stationery, books and periodicals, printing and binding, traveling expenses not exceeding $100, and street car fare not exceeding $50; in all, $40,000: Provided, That no person shall be employed hereunder at a compensation exceeding $4,000 per annum."

Page 13 (Under the caption Civil Service Commission):

"No detail of clerks or other employees from the executive departments or other Government establishments in Washington, District of Columbia, to the Civil Service Commission, for the performance of duty IN THE DISTRICT OF COLUMBIA, shall be made for or during the fiscal year nineteen hundred and seventeen. The Civil Service Commission shall, however, have power in case of emergency to transfer or detail any of its employees herein provided for to or from its office force, field force, or rural carrier examining board."

Page 56 (Under the caption Bureau of Standards):

"For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, $20,000."

"To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, $10,000."

"To study methods of measurement and technical processes used in the manufacture of pottery, brick, tile, terra cotta, and other clay products, and the study of the properties of the materials used in that industry, including personal services in the District of Columbia and in the field, $10,000."

Page 62 (Under Miscellaneous provisions):

"Sec. 4. That no part of any money appropriated by this or any other Act shall be used during the fiscal year nineteen hundred and seventeen for the purchase of any typewriting machine at a price in excess of the lowest price paid by the Government of the United States for the same make and substantially the same model of machine during the fiscal year nineteen hundred and fifteen; such price shall include the value of any typewriting machine or machines given in exchange, but shall not apply to special prices granted on typewriting machines used in schools of the District of Columbia or of the Indian Service, the lowest of which special prices paid for typewriting machines shall not be exceeded in future purchases for such schools: Providing, That in construing this section the Commissioner of Patents shall advise the Comptroller of the Treasury as to whether the changes in any typewriter are of such structural character as to constitute a new machine not within the limitations of this section."

"Sec. 5. That in expending appropriations made in this Act persons in the classified service at Washington, District of Columbia, shall not be detailed for service outside of the District of Columbia except for or in connection with work pertaining directly to the service at the seat of government of the department or other Government establishment from which the detail is made: Provided, That nothing in this section shall be deemed to apply to the investigation of any matter or the preparation, prosecution, or defense of any suit by the Department of Justice."

"Sec. 6. That unless otherwise specially authorized by law no money appropriated by this or any other Act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of $2,000 per annum, but this shall not apply to retired officers of the Army, Navy, or Marine Corps whenever they may be appointed or elected to public office or whenever the President shall appoint them to office by and with the advice and consent of the Senate or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia."

National Defense Act, Approved June 3, 1916, (Public No. 85).

Page 26 (Under the caption Use of Other Departments of the Government):

"The President may, subject to such rules and regulations as in his judgment may be necessary, utilize the services of members and employees of all departments of the Government of the United States, without expense to the individual reservist, for keeping in touch with, paying, and mobilizing the Regular Army Reserve, the Enlisted Reserve Corps, and other reserve organizations."

Page 36 (Under the caption Exceptions from Militia Duty):

"The Vice President of the United States; the officers, judicial and executive, of the Government of the United States and of the several States and Territories; persons in the military or naval service of the United States; customhouse clerks; persons employed by the United States in the transmission of the mail; artificers and workmen employed in the armories, arsenals, and navy yards of the United States; pilots; mariners actually employed in the sea service of any citizen or merchant within the United States, shall be exempt from militia duty without regard to age, and all persons who because of religious belief shall claim exemption from military service, if the conscientious holding of such belief by such person shall be established under such regulations as the President shall prescribe, shall be exempted from militia service in a combatant capacity; but no person so exempted shall be exempt from militia service in any capacity that the President shall declare to be noncombatant."

Page 43 (Under the caption Leaves of Absence for Certain Government Employees):

"All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this Act."

Sundry Civil Appropriation Act, approved July 1, 1916, (Public No. 132).

Pages 12 and 13 (Under the caption Public Buildings, Operating Expenses):

"******And provided further, That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not*****."

Page 17 (Under the caption Miscellaneous Objects, Treasury Department):

"Appropriations in this Act shall not be used in payment of compensation or expenses of any person detailed or transferred from the Secret Service Division of the Treasury Department, or who may at any time during the fiscal year nineteen hundred and sixteen have been employed by or under said Secret Service Division."

Page 19 (Under the caption Smithsonian Institution):

"For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, $32,000."

Page 41 (Under the caption Department of the Interior. Public Buildings):

"So much of the agricultural appropriation act for the fiscal year nineteen hundred and sixteen as authorizes the use of the Maltby Building and the buildings on the west side of New Jersey Avenue between B and C Streets northwest in Washington, District of Columbia, by the Department of Agriculture is repealed."

Page 42 (Under the caption Public Lands Service):

"To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands involved in the case of the United States versus Oregon and California Railroad Company and others, suit numbered thirty-three hundred and forty, in the district court for the District of Oregon, now pending on appeal in the Supreme Court of the United States, $25,000."

"Restoration of lands in forest reserves: To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, $15,000."

Page 44 (Under the caption United States Geological Survey):

"For chemical and physical researches relating to the geology of the United States, including researches with a view of determining geological conditions favorable to the presence of deposits of potash salts, $40,000."

"For continuation of topographic surveys of the public lands that have been or may hereafter be designated as national forests, $75,000."

Page 51 (Under the caption Expenses in Alaska):

"For carrying out the Act approved May eleventh, nineteen hundred and eight, entitled an 'Act for the protection of game in Alaska, and for other purposes,' including salaries, traveling expenses of game wardens, and all other necessary expenses, $20,000, to be expended under the direction of the governor of Alaska."

Page 72 (Under the caption Standardization of First Aid Methods):

"To enable the Secretary of Labor to compile, edit, and prepare for publication, by industries, the material on first aid, in collaboration with the President's Board for Standardization of First Aid Methods in the United States including the necessary temporary clerical assistance in the District of Columbia, to be selected from civil-service registers, and to be paid at the rate of not exceeding $75 per month, $2,000."

Page 74 (Under the caption Legislative)"

"Public Buildings Commission: With a view to ultimately providing permanent quarters for all the governmental activities in the District of Columbia in buildings owned by the Government, a commission is created to be composed of the chairman of the Committee on Appropriations of the Senate and two other members of said committee, to be appointed by said chairman, the chairman of the Committee on Public Buildings and Grounds of the Senate and two other members of said committee, to be appointed by said chairman, the chairman of the Committee on Appropriations of the House of Representatives and two other members of said committee, to be appointed by said chairman, the chairman of the Committee on Public Buildings and Grounds of the House of Representatives and two other members of said committee, to be appointed by said chairman, all of whom shall serve thereon only so long as they are members of Congress, and the Superintendent of the Capitol Building and Grounds, the officer in charge of public buildings and grounds, and the Supervising Architect or the Acting Supervising Architect of the Treasury during any vacancy in said office.

"The said commission shall elect one of its members as chairman of the commission and is authorized to employ such expert clerical or other services as it may deem necessary, and shall avail itself of the advice of the Commission of Fine Arts.

"The said commission shall investigate and ascertain what public buildings are needed in the District of Columbia to provide suitable and adequate accommodations, with allowances for future expansion, for all of the offices, establishments, and public services of the Government in the District of Columbia, the proper location of such buildings, the probable cost thereof, and the probable cost of such new sites as they may deem it necessary for the Government to acquire.

"Any vacancies in said commission shall be filled in the same manner as the original appointments were made.

"For expenses of said commission, $10,000, to remain available until expended and to be paid out on vouchers signed by the chairman of said commission.

"Said commission shall make final report to Congress not later than January first, nineteen hundred and eighteen."

Page 77 (Under the caption Government Printing Office. Public Printing and Binding):

"For the Department of Agriculture, including not to exceed $47,000 for the Weather Bureau, and including the Annual Report of the Secretary of Agriculture, as required by the Act approved January twelfth, eighteen hundred and ninety-five, and in pursuance of the joint resolution numbered thirteen, approved March thirtieth, nineteen hundred and six, and also including not to exceed $177,500 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, $600,000."

Page 78 (Under the same caption):

"That no more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can be lawfully expended during the same period of the whole appropriation."

"Money appropriated under the foregoing allotments shall not be expended for printing or binding for any of the executive departments or other Government establishments except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize."

"No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law."

"All expenditures from appropriations made herein under Government Printing Office, except appropriations for salaries and for stores and general expenses in and for the office of superintendent of documents, and expenses incurred on account of heat, light, and power furnished the city post-office building in Washington, District of Columbia, shall be equitably apportioned and charged by the Public Printer to each publication or work executed under any of the foregoing allotments, so that the total charges for work done from the appropriations aforesaid shall not be less than the total amount actually expended from all of said appropriations."

Page 83 (Under Miscellaneous provisions):

"Sec. 3. That appropriations herein and hereafter made for printing and binding shall not be used for any annual report or the accompanying documents unless the copy therefor is furnished to the Public Printer in the following manner: Copies of the documents accompanying such annual reports on or before the fifteenth day of October of each year; copies of the annual reports on or before the fifteenth day of November of each year; complete revised proofs of the accompanying documents and the annual reports on the tenth and twentieth days of November of each year, respectively; and all of said annual reports and accompanying documents shall be printed, made public, and available for distribution not later than within the first five days after the assembling of each regular session of Congress. The provisions of this section shall not apply to the annual reports of the Smithsonian Institution, the Commissioner of Patents, or the Comptroller of the Currency."

"Sec. 4. That the information required in connection with estimates for general or lump-sum appropriations by section ten of the sundry civil appropriation Act, approved August first, nineteen hundred and fourteen, shall be submitted hereafter according to uniform and concise methods which shall be prescribed by the Secretary of the Treasury, but with reference to estimates for pay of mechanics and laborers there shall be submitted in detail only the ratings and trades and the rates per diem paid or to be paid."

"Sec. 5. That hereafter at the termination of each fiscal year each Auditor of the Treasury shall report to the Secretary of the Treasury all checks issued by any disbursing officer of the Government as shown by his accounts rendered to such auditor, which shall then have been outstanding and unpaid for three years or more, stating fully in such report the name of the payee, for what purpose each check was given, the office on which drawn, the number of the voucher received therefor, the date, the number, and the amount for which it was drawn, and, when known, the residence of the payee. And such reports shall be in lieu of the returns required of disbursing officers by section three hundred and ten of the Revised Statutes."

Act making Appropriations for the Diplomatic and Consular Service, approved July 1, 1916, (Public No. 131).

Page 7 (Under the caption International Institute of Agriculture):

"For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year nineteen hundred and seventeen, $8,000.

"For salary of one member of the permanent committee of the International Institute of Agriculture for the calendar year nineteen hundred and seventeen, $3,600.

"For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, $5,000."

Page 8 (Under the caption International Seismological Association):

"For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association, including the annual contribution to the expenses of the association, $800."

Act authorizing an exchange of lands with the State of North Dakota for promotion of experiments in dry-land agriculture, approved July 3, 1916, (Public No. 141).

"That upon receipt of a proper deed from the State of North Dakota, executed under authority of the Act of its legislative assembly, approved February fifth, nineteen hundred and fifteen, reconveying to the United States title to section

sixteen, township one hundred and thirty-eight north, range eighty-one west, fifth principal meridian, the Secretary of the Interior is authorized to issue patents to said State for such vacant, surveyed, unreserved, unoccupied, non-mineral public lands as may be selected by said State within its boundaries, not exceeding one thousand two hundred and eighty acres in aggregate area, and said section when so reconveyed shall not be subject to settlement, location, entry, or selection under the public-land laws, but shall be reserved for the use of the Department of Agriculture in carrying on experiments in dry-land agriculture at the Northern Great Plains Field Station, Mandan, North Dakota."

Act making appropriations for fortifications and other works of defense, etc., approved July 6, 1916, (Public No. 143).

Page 4 (Under the caption Fortifications and Other Works of Defense).

"Section forty-eight hundred and ninety-four of the Revised Statutes is amended so as to read as follows:

"'Sec. 4894. All applications for patents shall be completed and prepared for examination within one year after the filing of the application, and in default thereof, or upon failure of the applicant to prosecute the same within one year after any action therein, of which notice shall have been given to the applicant, they shall be regarded as abandoned by the parties thereto, unless it be shown to the satisfaction of the Commissioner of Patents that such delay was unavoidable: Provided, however, That no application shall be regarded as abandoned which has become the property of the Government of the United States and with respect to which the head of any department of the Government shall have certified to the Commissioner of Patents, within a period of three years, that the invention disclosed therein is important to the armament or defense of the United States: Provided further, That within ninety days, and not less than thirty days, before the expiration of any such three-year period the Commissioner of Patents shall, in writing, notify the head of the department interested in any pending application for patent, of the approaching expiration of the three-year period within which any application for patent shall have been pending.'"

Act providing for Federal aid in the construction of rural post roads, approved July 11, 1916, (Public No. 156).

This act provides for cooperation between the Federal Government and the various States in the construction of rural post roads, and appropriates for the purpose the sum of $75,000,000, as follows: For the fiscal year 1917, $5,000,000; for the fiscal year 1918, $10,000,000; for the fiscal year 1919, $15,000,000; for the fiscal year 1920, $20,000,000, and for the fiscal year 1921, $25,000,000. Each State receiving Federal aid is required to appropriate or otherwise provide an amount equal to that apportioned to it under the provisions of the act. An amount not exceeding 3 per cent of the appropriation for any fiscal year may be used by the Secretary of Agriculture for administrative purposes.

An appropriation of $1,000,000 for the fiscal year 1917, and each fiscal year thereafter, up to and including the fiscal year 1926, a total of $10,000,000, available until expended, is also made for the survey, construction, and maintenance of roads and trails within National Forests.

Federal Farm Loan Act, approved July 17, 1916, (Public No. 158).

Page 3 (Under the caption Federal Farm Loan Board):

"It shall be the duty of the Federal Farm Loan Board to prepare from time to time bulletins setting forth the principal features of this Act and through the Department of Agriculture or otherwise to distribute the same, particularly to the press, to agricultural journals, and to farmers' organizations; to prepare and distribute in the same manner circulars setting forth the principles and advantages of amortized farm loans and the protection afforded debtors under this Act, instructing farmers how to organize and conduct farm loan associations, and advising investors of the merits and advantages of farm loan bonds; and to disseminate in its discretion information for the further instruction of farmers regarding the methods and principles of cooperative credit and organization. Said board is hereby authorized to use a reasonable portion of the organization fund provided in section thirty-three of this Act for the objects specified in this paragraph, and is instructed to lay before the Congress at each session its recommendations for further appropriations to carry out said objects."

Act making Appropriations for the service of the Post Office Department, approved July 28, 1916, (Public No. 169).

Pages 14 and 15 (Under Miscellaneous provisions):

"The Postmaster General is hereby authorized to conduct experiments in three or more communities for the purpose of determining the most practical means of extending the operations of the parcel post in the direction of promoting the marketing of farm products and furthering direct transactions between producers and consumers. Such investigation will further include the consideration of the effects on the Rural Free Delivery Service such extension of the Parcel Post System will have, and report of conclusions reached shall be made to Congress. For the purpose of pursuing such experiments and investigations the sum of $10,000 is hereby appropriated, to be paid as other appropriations in this Act."

Act making Appropriations for the support of the Military Academy, approved August 11, 1916, (Public No. 191).

Page 13 (Under Miscellaneous provisions):

"That hereafter in settling transactions between appropriations for the support of the United States Military Academy and other bureaus of the War Department, or between the United States Military Academy and any other executive department of the Government, payment therefor shall be made by the disbursing officer of the United States Military Academy or of the office, bureau, or department concerned."

Act making Appropriations for the Naval Service, approved August 29, 1916, (Public No. 241).

Page 30 (Under Miscellaneous provisions):

"Section six of an Act entitled 'An Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June thirtieth, nineteen hundred and seventeen, namely:' approved May tenth, nineteen hundred and sixteen, is hereby amended so as to read as follows: "Sec. 6. That unless otherwise specially authorized by law, no money appropriated by this or any other Act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of $2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia: Provided, That no such retired officer, officer, or enlisted man shall be denied or deprived of any of his pay, salary, or compensation as such, or of any other salary or compensation for services heretofore rendered, by reason of any decision or construction of said section six."

Page 44 (Under the caption Naval Militia and National Naval Volunteers):

"Whenever a member of the Naval Militia who is employed under a department of the Government of the United States attends drill, cruises, or other ordered duty of the Naval Militia, he shall receive the amount of the salary or wages he would have earned when so employed, in addition to the amount provided for by law as a member of the said Naval Militia: Provided, however, That such attendance shall not effect his efficiency rating in said department, nor shall he suffer demotion or loss of position during or at the termination of any naval or military service when ordered upon special or active duty of any kind."

Page 58 (Under the caption Bureau of Steam Engineering):

"*****That such land of the United States under the control of a particular department or other branch of the Government that has been or may hereafter be mutually selected as a site for a naval radio station may, direction of the President, be transferred to and placed under the control and jurisdiction of the Navy Department for use as a naval radio station or other naval purposes.*****"

Act making Appropriations for the Support of the Army, approved August 29, 1916, (Public No. 242).

Page 4 (Under the caption Office of the Chief Signal Officer):

"That hereafter in the settlement of transactions between appropriations under the Signal Corps, or between the Siginal Corps and another office or bureau of the War Department, or of any other executive department of the Government, payment therefor shall be made by the proper disbursing officer of the Signal Corps, or of the office, bureau, or department concerned."

Page 6 (Under the caption Pay of Enlisted Men):

"That all officers and enlisted men of the National Guard and of the Medical Reserve Corps of the Army who are Government employees and who respond to the call of the President for service shall, at the expiration of the military service to which they are called, be restored to the positions occupied by them at the time of the call: Provided further, That nothing in this Act or previous Acts of Congress shall be construed to prohibit the paying of men enlisted by State authorities of any State for militia organization for the purpose of bringing said organization up to the minimum necessary to permit of the muster in of said organization, from the date of such enlistments to the date of muster in or from date of enlistment to date of rejection, after physical examination."

Page 34 (Under Miscellaneous provisions):

"Sec. 2. That a Council of National Defense is hereby established, for the coordination of industries and resources for the national security and welfare, to consist of the Secretary of War, the Secretary of the Navy, the Secretary of the Interior, the Secretary of Agriculture, the Secretary of Commerce, and the Secretary of Labor.

"That the Council of National Defense shall nominate to the President, and the President shall appoint, an advisory commission, consisting of not more than seven persons, each of whom shall have special knowledge of some industry, public utility, or the development of some natural resource, or be otherwise specially qualified, in the opinion of the council, for the performance of the duties hereinafter provided. The members of the advisory commission shall serve without compensation, but shall be allowed actual expenses of travel and subsistence when attending meetings of the commission or engaged in investigations pertaining to its activities. The advisory commission shall hold such meetings as shall be called by the council or be provided by the rules and regulations adopted by the council for the conduct of its work.

"That it shall be the duty of the Council of National Defense to supervise and direct investigations and make recommendations to the President and the heads of executive departments as to the location of railroads with reference to the frontier of the United States so as to render possible expeditious concentration of troops and supplies to points of defense; the coordination of military, industrial, and commercial purposes in the location of extensive highways and branch lines of railroad; the utilization of waterways; the moblization of military and naval resources for defense; the increase of domestic production of articles and materials essential to the support of armies and of the people during the interruption of foreign commerce; the development of seagoing transportation; data as to amounts, location, method and means of production, and availability of military supplies; the giving of information to producers and manufacturers as to the class of supplies needed by the military and other services of the Government, the requirements relating thereto, and the creation of relations which will render possible in time of need the immediate concentration and utilization of the resources of the Nation.

"That the Council of National Defense shall adopt rules and regulations for the conduct of its work, which rules and regulations shall be subject to the approval of the President, and shall provide for the work of the advisory commission to

the end that the special knowledge of such commission may be developed by suitable investigation, research, and inquiry and made available in conference and report for the use of the council; and the council may organize subordinate bodies for its assistance in special investigations, either by the employment of experts or by the creation of committees of specially qualified persons to serve without compensation, but to direct the investigations of experts so employed.

"That the sum of $200,000 or so much thereof as may be necessary, is hereby appropriated, out of any money in the Treasury not otherwise appropriated, to be immediately available for experimental work and investigations undertaken by the council, by the advisory commission, or subordinate bodies, for the employment of a director, expert and clerical expenses and supplies, and for the necessary expenses of members of the advisory commission or subordinate bodies going to and attending meetings of the commission or subordinate bodies. Reports shall be submitted by all subordinate bodies and by the advisory commission to the council, and from time to time the council shall report to the President or to the heads of executive departments upon special inquiries or subjects appropriate thereto, and an annual report to the Congress shall be submitted through the President, including as full a statement of the activities of the council and the agencies subordinate to it as is consistent with the public interest, including an itemized account of the expenditures made by the council or authorized by it, in as full detail as the public interest will permit: Provided, however, That when deemed proper the President may authorize, in amounts stipulated by him, unvouchered expenditures and report the gross sums so authorized not itemized."

Act fixing standards for Climax baskets, approved August 31, 1916, (Public No. 248).

This act fixes standards for Climax baskets for grapes and other fruits and vegetables, and also establishes standards for baskets and other containers for small fruits, berries, and vegetables.

District of Columbia Appropriation Act, approved September 1, 1916, (Public No. 250).

Page 28 (Under the caption Metropolitan Police):

"To aid in support of the National Bureau of Criminal Identification, to be expended under the direction of the commissioners, provided the several departments of the General Government may be entitled to like information from time to time as is accorded police departments of various municipalities privileged to membership therein, $500."

Page 45 (Under Miscellaneous provisions):

"Sec. 6. That hereafter no part of any money appropriated by this or any other Act shall be used for the payment to the Washington Gas Light Company or the Georgetown Gas Light Company for any gas furnished by said companies for use in any of the public buildings of the United States or the District of Columbia at a rate in excess of 70 cents per one thousand cubic feet."

Federal Employees' Compensation Act, approved September 7, 1916, (Public No. 267).

This Act provides that the United States shall pay compensation for the disability or death of an employee resulting from a personal injury sustained while

in the performance of his duty, but specifies that no compensation shall be paid if the injury or death is caused by the willful misconduct of the employee or by the employee's intention to bring about the injury or death of himself or of another, or if intoxication of the injured employee is the proximate cause of the injury or death.

General Deficiency Act, approved September 8, 1916, (Public No. 272).

Page 1 (Under the caption Bureau of Efficiency):

"The sum of $4,000 appropriated by the deficiency appropriation Act approved March fourth, nineteen hundred and fifteen, for the purchase, rental, exchange, and remodeling of labor-saving machinery, equipment, and supplies necessary to enable the Bureau of Efficiency to demonstrate an improved system of paying pensions is reappropriated and made available for expenditure during the fiscal year nineteen hundred and seventeen: Provided, That the equipment purchased hereunder shall become the property of the Bureau of Pensions when the demonstration is completed: Provided futher, That the Bureau of Efficiency shall investigate the business methods of the Bureau of Pensions and prepare recommendations for the improvement thereof and submit the same to the Secretary of the Interior as early as practicable for his approval.

"Not exceeding $3,000 of the appropriation for the Bureau of Efficiency made in the legislative, executive, and judicial appropriation Act for the fiscal year nineteen hundred and seventeen may be used by the bureau for necessary traveling expenses incurred and to be incurred in carrying out section twenty-eight of the Indian appropriation Act for the fiscal year nineteen hundred and seventeen and performing other duties imposed upon it by law.

Until otherwise provided by law the Bureau of Efficiency shall continue to occupy its present quarters in the Winder Building."

Page 34 (Under Miscellaneous provisions):

"Sec. 4 . That the Secretary of the Treasury shall not hereafter transmit special or additional estimates of appropriations to Congress unless they shall conform to the requirements of section four of the Act approved June twenty-second, nineteen hundred and six (Thirty-fourth Statutes, page four hundred and forty-eight)."

An Act to increase the Revenue, approved September 8, 1916, (Public No. 271).

Page 20 (Under the caption General Administrative Provisions).

"Sec. 16. That sections thirty-one hundred and sixty-seven, thirty-one hundred and seventy-two, thirty-one hundred and seventy-three, and thirty-one hundred and seventy-six of the Revised Statutes of the United States as amended are hereby amended so as to read as follows:

"'Sec. 3167. It shall be unlawful for any collector, deputy collector, agent, clerk, or other officer or employee of the United States to divulge or to make known in any manner whatever not provided by law to any person the operations, style of work, or apparatus of any manufacturer or producer visited by him in the discharge of his official duties, or the amount or source of income, profits, losses, expenditures, or any particular thereof, set forth or disclosed in any

income return, or to permit any income return or copy thereof or any book containing any abstract or particulars thereof to be seen or examined by any person except as provided by law; and it shall be unlawful for any person to print or publish in any manner whatever not provided by law any income return or any part thereof or source of income, profits, losses, or expenditures appearing in any income return; and any offense against the foregoing provision shall be a misdemeanor and be punished by a fine not exceeding $1,000 or by imprisonment not exceeding one year, or both, at the discretion of the court; and if the offender be an officer or employee of the United States he shall be dismissed from office or discharged from employment.

C. W. Mann

Acting Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON

SEP 25 1916

THE SECRETARY:

There is returned herewith the memorandum, which was submitted informally to this office for comment, setting forth extracts from acts of Congress (other than the Agricultural Appropriation Act) relating directly or indirectly to the Department of Agriculture.

The matter has been carefully examined and certain changes therein are suggested as follows:

FOR ADDITION.

Urgent Deficiency Act, approved February 28, 1916. Public No. 26. Pages 11-12, under caption "Department of Agriculture".

Act approved March 21, 1916. Public No. 37. Matter down to first proviso.

Act approved April 27, 1916. Public No. 57.

Legislative, Executive, and Judicial Appropriation Act, approved May 10, 1916. Public No. 73. Page 12, the proviso in the third paragraph under the caption "Executive"; page 62, section 4; page 62, section 6.

Act approved May 18, 1916. Public No. 81. Page 4, section 11.

Act approved June 3, 1916. Public No. 85. Page 26, section 33; page 36, section 59; page 43, section 80.

Sundry Civil Appropriation Act, approved July 1, 1916. Public No. 132. Page 42, paragraph beginning "For the protection of lands involved in Oregon and California Railroad forfeiture suit"; page 78, ninth paragraph beginning "All expenditures from appropriations". OK

Act approved July 3, 1916. Public No. 141. OK

Act approved July 6, 1916. Public No. 143. Page 4, paragraph amending Section 4894 of the Revised Statutes. OK

Act approved July 11, 1916. Public No. 156.

Act approved July 17, 1916. Public No. 158. Page 3, third paragraph beginning "It shall be the duty of the Federal Farm Loan Board". OK

Naval Service Appropriation Act, approved August 29, 1916. Public No. 241. Page 38, third proviso beginning "That such land of the United States under the control of a particular department". OK

Act approved August 31, 1916. Public No. 248. OK

Revenue Act, approved September 8, 1916. Public No. 271. Page 20, Section 16 amending Revised Statutes, Section 3167; pages 33-34, paragraph amending Sections 42 and 43 of Act of October 1, 1890; page 48, Sections 707 and 708". OK

Act approved September 7, 1916. Public No. 267. Note reference

District of Columbia Appropriation Act, approved September 1, 1916. Public No. 250. Page 28, first paragraph, under caption "Metropolitan Police." OK

FOR OMISSION.

Legislative, Executive and Judicial Appropriation Act. Public No. 73, page 56. The first two paragraphs under the caption "Bureau of Standards" on page 2 of the memorandum submitted.

Legislative, Executive and Judicial Appropriation Act. Public No. 73, page 62. Section 5 on page 3 of the manuscript.

The Sundry Civil Appropriation Act. Public No. 132, page 17. Paragraph under caption "Miscellaneous Objects, Treasury Department" on pages 3-4 of the memorandum submitted.

The Sundry Civil Appropriation Act. Public No. 132, page 19. Paragraph under caption "Smithsonian Institution", on page 4 of the memorandum submitted.

The Sundry Civil Appropriation Act. Public No. 132, page 51. Paragraph under caption "Alaska, Expenses in" on page 4 of the memorandum submitted.

The Sundry Civil Appropriation Act. Public No. 132, page 72. Paragraph under caption "Standardization of First Aid Methods", on page 4 of the memorandum submitted.

The Diplomatic and Consular Service Appropriation Act. Public No. 131, page 8. Paragraph under caption "International Seismological Association".

Respectfully,

Francis J. Coffey,

Solicitor.

(Inclosure)

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DEPARTMENT OF AGRICULTURE
WASHINGTON

November 3, 1916.

MEMORANDUM NO. 179.

Regarding Attendance at Meetings
by Employees of the Department.

In view of the increasing number of requests which the Department is receiving for the detail of employees to attend meetings of various kinds, the following statement is made for the guidance of various bureaus, offices, and divisions of the Department.

1. As a general rule, employees of the Department, other than those stationed permanently or temporarily in localities for the prosecution of official work, will not be authorized to participate in meetings of local importance only.

2. Upon the recommendation of the chiefs of the bureau, office, or division concerned, and in accordance with Paragraph 92 of the Administrative Regulations, the Secretary will decide whether a meeting is of sufficient importance to justify the attendance of an employee. If an employee is detailed to attend the meeting, the Director of Extension in the State in which the meeting is held will be notified of the name of the employee and the subject of his address.

3. As a general rule, the Department, through the States Relations Service, will refer requests for the detail of employees to attend meetings which are of only local importance to the Director of Extension for consideration. He will be requested to use his best judgment as to whether a member of the extension force should be detailed to attend the meetings and to notify the Department of the action taken by him, in order that those who made the requests upon the Department may be advised accordingly.

4. When employees of any bureau, office, or division are detailed to attend any meeting, notice should be sent to the States Relations Service immediately upon the acceptance of the invitation. The notices should give the name of the speaker and the subject to be discussed, in order that the Director of Extension in the State may be notified.

5. This memorandum does not apply to meetings which are regularly planned in connection with the cooperative agricultural extension work. It does not supersede, but supplements, the provisions of Paragraph 92 of the Administrative Regulations.

D. F. Houston,

Secretary.

United States Department of Agriculture,
Bureau of Plant Industry,

Office of Chief of Bureau.

Washington, D. C., October 12, 1916.

SECRETARY'S OFFICE

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

In view of Doctor True's very clear statement regarding the intended scope of the memorandum he has suggested, outlining Department policy regarding the sending of speakers to chautauquas and similar meetings in the States, I see no reason why it should not be approved substantially as outlined by him in his memorandum of September 20, which appears to be a more concise statement than the earlier memorandum.

Yours very truly,

Chief of Bureau.

Enclosure.

U. S. Department of Agriculture
States Relations Service.

POLICY REGARDING THE SENDING OF SPEAKERS TO CHAUTAUQUAS

AND SIMILAR MEETINGS IN THE STATES.

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1. As a general rule no speakers are to be sent from the Department to participate in Chautauquas and other minor farmers' meetings in the State.

2. When a request comes to send a speaker to a Chautauqua or other minor farmers' meeting in the State, as a general rule the Department, through the States Relations Service, will refer the request to the Director of Extension in the State asking him to use his best judgment as to whether the meeting is of sufficient importance to warrant the sending of a speaker or not, and will only ask the Director to notify the Department of what action he will take in order that those who have made the request of the Department may be advised.

3. The Department reserves the right to decide here, through the Secretary's Office, whether a meeting is of sufficient importance to warrant the sending of a speaker or speakers upon the invitation of those in charge of the meeting. In all such cases the Director of Extension in the State will be notified of the sending of the speakers and the subjects of their addresses. As a rule the Department will not send speakers to any meetings except those of more than local importance.

4. The policy above declared does not apply to meetings regularly planned in the extension work.

5. Where speakers are to be sent to any meeting in any State from any bureau or office except from the States Relations Service, notice will be sent to the States Relations Service immediately upon the acceptance of the invitation, giving the name of the speaker and the subject to be covered in order that notice may be sent to the cooperating parties in the State through the Director of Extension .

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1. As a general rule no speakers are to be sent from the [illegible] in Chautauqua and other minor Farmers' meetings in the State.

2. When a request comes to send a speaker to a Chautauqua or other minor Farmers' meeting in the State, as a general rule [illegible] the matter of importance to [illegible] the meeting of a speaker or not, and will only ask the Director [illegible] the Department of what action he will take in order that those who have made the request of the Department may be advised.

3. The Department receives the [illegible] Secretary's Office, whether [illegible] in [illegible] ment the sending of a speaker or speakers upon the invitation of those in charge of the meeting. In all such cases the [illegible] their addresses. As a rule the Department will not send speakers to any [illegible] local [illegible].

4. The policy [illegible] planned in the extension work.

5. [illegible] from any bureau or office except from the States Relations Service, notice will be sent to the Office Relations Service [illegible] the State through the Director of Extension.

[illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

Mr.

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September 20, 1916.

DEPARTMENT OF AGRICULTURE
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MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

Referring to Dr. Taylor's memorandum of September 12, commenting on my memorandum of September 8 on a policy regarding the sending of speakers to Chautauquas and similar meetings in the States, it is not intended to make the sending of Department workers to meetings in the States subject to the approval of the State Extension Director.

In my memorandum the meetings were divided into two classes; (1) Chautauquas and other minor farmers' meetings, and (2) more important meetings.

It is proposed that as regards Class 1, the Department shall ordinarily refuse to send speakers, but will refer such requests to the State Extension Director for his information and such action with his own force as he may choose to take.

As regards Class 2, the Department expressly reserves the right to send speakers without reference to the State Extension Director, but agrees to notify him of its decision in each case. This is done in order that he may be saved from embarrassment which sometimes arises when a Department speaker unexpectedly appears at meetings in which members of the extension force, as joint representatives of the Department and the State College, are taking part.

As regards the Department investigators stationed permanently or temporarily in the field, the presumption is that they will take into account the fact that there is now in very many localities a permanent co-operative extension force, members of which they are likely to encounter at local meetings, and to whom, therefore, courtesies of co-workers in agricultural advancement should be extended. It would not be necessary to require that such investigators should get authority from the Department or notify the State Extension Director of their attendance at local meetings, but they should understand that the Department expects them to take its local extension representatives into account, and save them from embarrassment.

Very truly yours,

A C True

Director.

United States Department of Agriculture,
Bureau of Plant Industry,

Office of Chief of Bureau.

Washington, D. C., September 18, 1916.

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MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

If the memorandum "Policy Regarding the Sending of Speakers to Chautauquas and Similar Meetings in the States" is intended to outline a policy with reference to all participation of Department workers in meetings of farmers or others to which Department representatives are invited, which would restrict such attendance to meetings approved by the State Extension Director, I believe it would have a very harmful effect on the Department and upon agriculture.

If, on the other hand, it is intended to relate merely to local meetings in distinction from those covering counties, districts or larger regions than a State, the general plan outlined in the memorandum impresses me as appropriate, provided it is made clear that the general policy of not sending Department men to local meetings does not apply in the case of Department investigators stationed permanently or temporarily in localities for the prosecution of official work. This could be provided for by an appropriate amendment to paragraph 3 noting such exception.

Washington, D. C., September 15, 1916.

MEMORANDUM FOR MR. FRANKLIN.

If the memorandum "Policy Regarding the Sending of Speakers to Conventions and Similar Meetings in the States" is intended to outline a policy with reference to all participation of Department workers in meetings of farmers or others to which Department representatives are invited, which would restrict such attendance to meetings approved by the State Extension Director, I believe it would have a very harmful effect on the Department and upon agri-

If, on the other hand, it is intended to limit strictly to local meetings in distribution of a show, traveling exercise, districts or larger regions for a week, the principle can be contained in the memorandum. Inasmuch as no exception is provided or to make clear that the general policy of not sending Department men to local meetings does not apply in the case of Open Court investigations initiated or temporarily in authorities for the prosecution of

In most cases where Department men are stationed in the field I think they should be encouraged to participate in such local meetings as relate to their work. They certainly should not be discouraged from so participating nor be regarded by the community as prohibited from participating in the absence of formal official request on the Department. A man's usefulness under such conditions is frequently and seriously impaired if the farmers get the impression that his every action is governed by orders from Washington. It frequently occurs that our investigators, while traveling in the field, are informally requested to attend and participate in local meetings. I believe that the best interests of the work require that attendance in such cases should be largely left to the discretion of the individual.

The plan of having the States Relations Service notify the State Director of Extension in cases where prearranged attendance on meetings in the State is involved would, I think, be advisable in that it would furnish to the Extension Director information of the expected presence of Department men in his State, even though the meetings involved were those of associations of specialists such as live-stock men, fruit growers or others over whose activities he has no authority, but I believe it would be very unfortunate if in any way an impression should be created in the States that the participation of Department specialists in public meetings

and discussions was conditional upon invitation or approval by the State Extension Directors. Special organizations in the States should, I think, be encouraged to extend such invitations for Department participation in such meetings, leaving to the Department the determination whether under all the circumstances Department representation is advisable.

Yours very truly,

Chief of Bureau.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C. Wn.

Sept. 8, 1916.

MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

In view of difficulties which have arisen in connection with requests from various sources for the Department to send speakers to participate in Chautauquas and other minor farmers' meetings in the States, and the fact that in some cases the sending of members of our force to such meetings has been a source of embarrassment to our cooperative extension force in the field, it has been suggested that the Secretary might like to consider the establishment of a definite policy with reference to this matter. I am informed that Mr. Knapp has already discussed this with you. Enclosed is a tentative statement regarding such a policy with the suggestion that you take the matter up with the Secretary.

Very truly yours,

A C True

Director.

Enclosure.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

November 9, 1916.

MEMORANDUM NO. 180.

Regarding the Regular Army Reserve.

The Act of Congress for making further and more effectual provision for the national defense, approved June 3, 1916, contains the following:

> "Sec. 33. USE OF OTHER DEPARTMENTS OF THE GOVERNMENT:- The President may, subject to such rules and regulations as in his judgment may be necessary, utilize the services of members and employees of all departments of the Government of the United States, without expense to the individual reservist, for keeping in touch with, paying, and mobilizing the Regular Army Reserve, the Enlisted Reserve Corps, and other reserve organizations."

The Regulations for the Regular Army Reserve prescribe in paragraph 65 a method by which the services of members and employees of other Departments of the Government may be utilized for the mobilization of the Regular Army Reserve. That paragraph reads as follows:

> "65. Under authority conferred by section 33 of the act of June 3, 1916, the services of members and employees of all departments of the Government of the United States may be utilized for the mobilization of the Regular Army Reserve. In addition

> to the mail notice sent to each reservist under paragraph 60, the officer in charge of reservists' records may request United States marshals, postmasters, census enumerators, internal-revenue agents, and representatives of the General Land Office, Geological Survey, Forest Service, Weather Bureau, and other Bureaus, to notify all reservists who can be reached by them that mobilization has been directed by the President."

All Regular Army reservists are furnished with a copy of these regulations and know what to do in case of mobilization, even in the absence of formal instructions from Army Headquarters.

The Acting Secretary of War, by letter of October 21, 1916, requests that employees of this Department, stationed throughout the United States, be instructed to cooperate with representatives of the War Department in mobilizing the Regular Army Reserve if at any time in the future their cooperation is requested, or if the fact that mobilization of the Regular Army Reserve has been directed, reaches their notice.

The employees of the Department of Agriculture are therefore instructed, whenever mobilization of the Regular Army Reserve is directed by the President, to notify all reservists of whom they may have knowledge of the fact that mobilization has been ordered, whether the information reaches them through official channels or through newspaper notices.

Members of the Regular Army Reserve are soldiers of the Regular Army. They include men who, having served a portion of their enlistment periods with the colors, have been furloughed to the Reserve for the

remainder of their respective enlistment periods. They include also men who have previously served in the Regular Army, received honorable discharges therefrom, and have enlisted voluntarily in the Regular Army Reserve. They include soldiers of all grades authorized by law. They are subject to military law and governed by the Articles of War. They are subject to call of the President to join the colors whenever, in his judgment, actual or threatened hostilities justify such call.

D. F. Houston

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

December 13, 1916.

MEMORANDUM NO. 181.

Preparation and despatch of telegrams.

Attention is called to paragraph 43 of the Fiscal Regulations of the Department which reads as follows:

> The telegraph must be used sparingly, and only when the delay in using the mail would be injurious to the public interests. Care should be taken to omit all unnecessary words. In a message from one employee to another, titles should not be used, and in a great many cases the names of the parties in both address and signature may be limited to single words. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated.

A recent careful inspection of out-going telegrams indicates clearly that sufficient care is not being taken to eliminate unnecessary words. For example, a telegram recently filed by one of the bureaus read as follows:

> "Will you accept appointment _____ _____ fourteen hundred dollars per annum, Chicago, Illinois, effective September eighteenth. Wire answer.
>
> _____
> Acting Chief Clerk Bureau _____"

In sending the telegram the words "Acting Chief Clerk Bureau" were omitted, simply the name of the bureau concerned being indicated.

Another telegram was submitted in the following form:

> "Your name certified by Civil Service Commission to Department of Agriculture as eligible for appointment as stenographer and typewriter at twelve hundred dollars year for service in Washington. Will you accept? Wire reply collect immediately stating earliest date you could report.
>
> _____
> Department of Agriculture"

Before transmission this telegram was redrafted to read:

> "Will you accept appointment stenographer typewriter twelve hundred dollars year for service Washington. Wire collect earliest date can report.
>
> _____
> Department of Agriculture"

These instances serve to illustrate the saving that can be effected by the exercise of reasonable care in the preparation of telegrams. Four unnecessary words were eliminated from the first telegram and twenty-four from the second.

The rates for United States Government telegrams as stated by the companies are as follows:

> "Day Messages: For any distance not exceeding one thousand miles, twenty cents for twenty words or less, address and signature counted, and one cent for each word over twenty. For distances greater than one thousand miles, add one-quarter of the tolls, found as above directed, for each additional five hundred miles, or any part thereof. In no case, however, should the amount charged exceed forty cents for twenty words, or two cents for each word over twenty.
>
> Night Messages: For any distance not exceeding two thousand miles, fifteen cents for twenty words or less, address and signature counted, and one cent for each word over twenty for distances greater than two thousand miles, twenty-five cents for twenty words, address and signature counted, and one cent for each word over twenty."

The volume of telegraph business of the Department is shown by the fact that 18,925 telegrams were sent from the Department offices during the fiscal year 1916. A large proportion of the more than 20,000 telegrams

received also were paid for by the Government. It is obvious that if, throughout the service, care is exercised to eliminate all unnecessary words, a large saving in the Department's telegraph bill can be effected. Chiefs of Bureaus, Divisions and Offices are requested to give this matter immediate and careful consideration and to take such action as may be necessary to insure the careful and economical preparation of all telegrams.

In many instances a telegram has been sent when a letter would have answered the purpose. This is frequently true in the case of telegrams to nearby points which are filed so late in the afternoon that they could not be delivered at destination before the close of business. A letter in the last mail from the Department would reach the addressee the next morning in the first delivery. Telegrams should be employed only when it is absolutely clear that letters will not serve the purpose. The use of straight telegrams should be restricted and advantage taken whenever possible of the day or night letter rates.

While every effort should be made to despatch telegrams promptly throughout the day in order to avoid accumulation towards the close of the day, the Department telegraph office is open until 5:00 p. m. daily and frequently later. An effort should be made to file all telegrams at the Department's office for transmission. In the event that the office is closed and the business is filed elsewhere, copies of all outgoing telegrams should be sent promptly to the Department's telegraph office with a note stating where they were filed.

Paragraph 45 of the current Fiscal Regulations provides in part

as follows:

> Telegrams not prepaid should have the additional words "Charge Department of Agriculture, Bureau of _____", written or stamped upon the face thereof, * * *.

This provision is not generally observed and, consequently, the audit of the telegraph accounts of the Department is seriously delayed as all messages must be identified by bureaus before settlement. This matter should be brought to the attention of all employees and they should be instructed to comply strictly with the regulation.

D. F. Houston,

Secretary.

HC

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UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
WASHINGTON, D. C.

December 20, 1916.

MEMO. IN RE MEMORANDUM NO. 181.

Cost of 3,000 copies

Multigraphing:

24 reams of paper, @ 47 1/2 ¢	$11.40
2 multigraph ribbons	2.00
Labor	6.00
	$19.40

Delivery in 1 1/2 days.

We have paper furnished by a Bureau a year ago and never used. Omitting the cost of paper	11.40
	$ 8.00

Government Printing Office, estimate:

Composition, 2 pages front and back	$ 8.00
Paper	6.00
Presswork	9.00
	$23.00

Delivery in week or ten days.

Delivery in three days, 20 % additional	5.00
Total	$28.00

I think that since we can eliminate the cost of the paper as above stated, it would be more satisfactory to have the job multigraphed, as the form has been preserved.